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ARTICLE I Club Name

SECTION 1 Name

The name of the club shall be **The Flying Cardinals of Northern Kentucky, Inc.**

- a. The purpose of this Club shall be to promote interest in the hobby and sport of model aviation as well as to provide a means by which the members may share in the pleasure of constructing and flying model aircraft in a positive environment.
- b. This organization is a Chartered Club of the Academy of Model Aeronautics (**AMA**) and is founded exclusively for charitable, educational, and recreational purposes. Such purposes will include, but not be limited to, teaching, training, and educating the general public in aspects of model aviation for pleasure and competition.
- c. This organization is operated on a calendar year basis (January 1st – December 31st) and will conduct all functions and operations on this basis.
- d. No part of the net earnings of this organization shall benefit its members, officers, or other private persons, except that the organization shall be empowered to pay reasonable compensation for services rendered and/or make payments and distributions in furtherance of the purposes set forth by the membership. Upon the dissolution of this organization, assets shall be distributed to one or more exempt organizations within the meaning of section 501(c) (7) of the Internal Revenue Code (IRC).

SECTION 2 Grounds

The use of the Flying Cardinals of Northern Kentucky field is restricted to its members and member's guests (provided the guest possesses an Academy of Model Aeronautics membership).

- a. The members of the Flying Cardinals of Northern Kentucky have the obligation to uphold the Bylaws of this organization.
- b. The right to use the Flying Cardinals of Northern Kentucky facilities may be revoked if a member does not comply with the Flying Cardinals of Northern Kentucky, Academy of Model Aeronautics (**AMA**), Federal Aviation Administration (**FAA**), or any other applicable government agency whose rules and regulations may affect the flying of model aircraft. As a member of this club, one is not to be disruptive or detrimental to the morale of the club or its member(s).
- c. Guest flyers are welcome. However, it is the responsibility of the guest to provide proof of membership to the Academy of Model Aeronautics (**AMA**) unless the guest is on a trainer box with a current member. Guests not having a host member sponsorship are required to contact a club officer or club instructor for guest privileges approval. A guest is allowed to fly three (3) visits per calendar year and can only do so after approval of an officer or instructor each visit. A visit constitutes one (1) calendar day. Guest privileges do not pertain during an event held by the club.
- d. Any member sponsoring a guest must make sure the guest is adhering to all AMA, club, and pit, rules and regulations.
- e. Each member will have access to the gate combination. **The last member leaving the field must secure all locks.**

ARTICLE II Meetings

SECTION 1 Time & Place

All meetings will be held as determined by either the President or the Secretary on the first Monday of the month.

- a. A quorum shall consist of at least 10% of the membership and 2 officers present at the meeting.

Example: 66 members=6.6 members=6 members=4 members + 2 officers

- b. All members have the right to a vote, except Associate Members (members in the probationary period).

ARTICLE III Communications

SECTION 1 Newsletter

- a. The Flying Cardinals of Northern Kentucky Newsletter will issue a monthly newsletter as its official organ to notify the members of the Club's meetings, dues changes, amendments to the bylaws, safety changes, and articles that promote the hobby itself.
- b. It will be the duty of the Newsletter Editor or Secretary to ensure that an electronic copy is sent to the members of the Club.

SECTION 2 Website

The website is to be maintained by a Webmaster. He/she must be a member of the club that is knowledgeable in building and/or maintaining a website.

- a. The Flying Cardinals of Northern Kentucky will keep and maintain the www.flyingcardinals.org website so long as the club can afford its expense and is capable of properly maintaining the site.
- b. www.flyingcardinals.org will consist of Club information, location and directions, upcoming events, educational resources, and external links to online modeling resources.

SECTION 3 Social Media

- a. Flying Cardinals of Northern Kentucky will keep and maintain the Flying Cardinals of Northern Kentucky Facebook page. www.facebook.com/FlyingCardinalsOfNorthernKentucky
- b. Flying Cardinals of Northern Kentucky Facebook page will be used to communicate club events and educational materials with other clubs, local hobby shops, and the general public.

ARTICLE IV Election of Officers

SECTION 1 Elected Officers

- a. The elected officers of the Flying Cardinals of Northern Kentucky shall be the President, Vice President, Secretary and Treasurer.

SECTION 2 Appointed Officers

- a. The appointed officers of Flying Cardinals of Northern Kentucky shall be Safety Director, Newsletter Director, Membership Director, Field Maintenance Director and the Senior Board Member.
 1. All appointed officers will be appointed by the President-Elect at the installation meeting in January.

SECTION 3 Elections

The nominations of officers shall be held at the November Meeting. The officers shall be elected by secret ballot; a majority of the ballots cast shall constitute an election.

- a. Officers are elected for a one (1) year term.
- b. Elections will be conducted at the December meeting.
- c. Elected officers will be installed at the January meeting.

ARTICLE V Duties of Elected Officers

SECTION 1 President

The President shall be elected by a majority vote of the members present at the regular December meeting. The President shall serve a term of one year or until a suitable successor has been elected. Under the authority of the membership, the President shall have complete charge of and be responsible for the Club.

- a. He/she shall be in complete charge at meetings and activities.
- b. He/she shall have final decisions on determining the programs of the Club.
- c. He/she shall be responsible to the membership in all matters pertaining to the Club and shall keep the membership informed of all Club policies, events and activities.

SECTION 2 Vice President

The Vice President shall be elected by a majority vote of the members present at the regular December meeting. The Vice President shall serve a term of one year or until a suitable successor has been elected.

- a. It is the duty of the Vice President to assist the President in all matters pertaining to Club functions. He/she shall, in the absence of the President, assume the duties and responsibilities of the President.
- b. He/she shall be a member of all Club committees.

SECTION 3 Secretary

The Secretary shall be elected by a majority vote of the members present at the regular December meeting. The Secretary shall serve a term of one year or until a suitable successor has been elected.

- a. It is the duty of the Secretary to record and maintain the records of all meetings and any documentation pertaining to Club matters.
- b. Prepare any correspondence as directed by the President or Vice President.
 1. **Secretary of State** documents (Annual Report Online Filing, and if needed, Statement Change of Registered Office, Registered Agent, or Both, and/or Statement of Change of Principal Office Address). **Must be filed** prior to June 30 of each calendar year.
 2. **Academy of Model Aeronautics (AMA)** documents (Club Charter and Membership Roster). **Must be filed** prior to April 1 of each calendar year.
 3. **Federal Tax Form** (990, 990EZ, 990N), or electronic filing, if required. **Must be filed** prior to May 15 of the calendar year.

SECTION 4 Treasurer

The Treasurer shall be elected by a majority vote of the members present at the regular December meeting. The Treasurer shall serve a term of one year or until a suitable successor has been elected.

- a. It is the duty of the Treasurer to receive, record, and account for all monies belonging to the Club.
- b. He/she shall maintain and manage the checking account for the Club.
- c. He/she shall issue payments and expenditures approved by the authorization of the Club President or Vice President.
- d. All checks issued by the Club are signed by the Treasurer, or President if needed. Amounts over \$500 must be countersigned by the other party.
- e. All account books, receipts, and expenditures shall be open at all times for inspection by any member at a regular Club meeting.
- f. He/she shall make a report at each Club meeting of all monies received, dispersed and balance on-hand.

SECTION 5 Newsletter Editor

The Newsletter Editor shall be appointed by the Club President. The Newsletter Editor is responsible for composing and compiling articles and items for the Club Newsletter "Propwash".

- a. He/she shall be responsible for editing, posting the Newsletter on the Club website.
- b. He/she shall be responsible for emailing "Propwash" to the membership prior to the next regular meeting.
- c. He/she shall electronically deliver correspondence to the membership as directed by Club Officers.

SECTION 6 Membership Director

The Membership Director is appointed by the President. The Membership Director shall be responsible for all duties and paperwork concerning the initiation of new members and

the collection of dues from all members required to pay dues. His/her expenditures shall be voted on and approved, as needed.

- a. He/she shall maintain a working file of the club membership.
- b. He/she shall be responsible for the issuance of all pit passes.

SECTION 7 Safety Director

The Safety Director is appointed by the President. The Safety Director shall be responsible for ensuring all flying and activities at the Club's facilities are performed in a safe manner, following the guidelines provided by the **Academy of Model Aeronautics (AMA)**.

- a. He/she shall provide updates and keep the membership aware of any changes to safety procedures.
- b. He/she shall ensure that all members forward of the safety line possesses the proper credentials (ie...pit pass).
- c. He/she shall immediately correct any unsafe violation of **AMA** guidelines or Club bylaws as pertaining to safety of the members present.
- d. He/she shall report all violations of safety procedures to the club Officers for disciplinary action, as they deem necessary.

SECTION 8 Field Maintenance Director

The Field Maintenance Director is appointed by the President. The Field Maintenance Director shall be responsible for setting up and maintaining the Club fields and equipment. His/her expenditures shall be voted on and approved, as needed.

- a. He/she shall provide guidelines for schedules of field maintenance as needed (ie...grass cutting).
- b. He/she may assign duties to the membership as needed to complete necessary maintenance to the club facilities. This shall be all-inclusive with reasonable and due consideration to age, and physical limitations of each member.

SECTION 9 Contest Director

The Contest Director is appointed, as needed, by the President. The Contest Director shall head the contest he/she has been selected to conduct. He/she shall be responsible for acquiring and presenting all awards and trophies. He/she may appoint judges from the membership for setting up and maintaining the Club fields and equipment. His/her expenditures shall be voted on and approved, as needed.

SECTION 10 Senior Board Member

The Senior Board Member shall be the out-going President and will serve a term of one year unless the current President is re-elected. The previous Senior Board Member will remain in this capacity until a suitable successor has been elected. The Senior Board Member will serve as a chief advisor to the Club officers concerning Club policies and procedures based on past experience.

ARTICLE VI Membership

SECTION 1 Applications

In order to become a member of the Flying Cardinals of Northern Kentucky, all prospective members:

- a. complete a membership application (either online or mailed).
- b. have a verification of current membership in the Academy of Model Aeronautics (AMA)
- c. The application must be presented to the Membership Director who will file such, along with the dues applicable to the Membership type.
- d. The prospective member agrees to these bylaws along with the field rules.

SECTION 2 Membership Criteria

All new applicants are deemed as **Associate Member** upon application and must serve a six-month (6) probationary period.

- a. An Associate Member will pay the respective membership classification fee as described in these bylaws and receive same membership privileges as current members excluding voting privileges.
- b. The applicant's Associate Member status may be rejected at any time during the probationary period by majority vote at a regular meeting.
- c. During the six-month (6) probationary period the applicant will attend regular meetings unless this is impossible due to reasons beyond his/her control (such as working). Former members will follow the new applicant's process.
- d. At the end of the probationary period, each applicant must be voted in by a majority of the members present at that meeting. Voting shall be done by blind ballots.
 1. The Associate Member will receive a full refund of their dues paid within one (1) month of being terminated,
- e. All new applicants are to be "signed off" by two (2) members or one (1) instructor prior to receiving a pit pass acknowledging their ability to control their aircraft and can fly alone. Each applicant **MUST PASS A FLIGHT TEST!** The instructor must notify the Membership Chairman so that the proper pit pass can be issued to the pilot.
- f. The Flying Cardinals of Northern Kentucky shall have the right to limit membership.

SECTION 3 Membership Types

Membership will consist of the following classifications:

- a. **Adult Membership** - Application for Adult Membership must be accompanied with the sum of \$100.00 (one-hundred dollars) at the time the application is presented and present proof of current membership in the Academy of Model Aeronautics (**AMA**).
- b. **Senior Membership** - Application for Senior Membership (one over sixty-five (65) years of age in current dues year) must be accompanied with the sum of \$80.00 (eighty dollars) at the time the application is presented and must present proof of current membership in the Academy of Model Aeronautics (**AMA**).
- c. **Junior Membership** - Application for Junior Membership (under eighteen (18) years of age in current dues year), at the time the application, is free for the first calendar year and must present proof of current membership in the Academy of Model Aeronautics (**AMA**). Renewals or rejoining after membership lapse must be accompanied with the sum of \$25.00 (twenty-five dollars) at the time the application is presented and must present proof of current membership in the Academy of Model Aeronautics (**AMA**). Junior Memberships must have a parent or guardian present at all times.

SECTION 4 Termination

A membership may be terminated or revoked under the following conditions:

- a. Any violation of the guidelines established by the Academy of Model Aeronautics (**AMA**), or the club bylaws.
- b. Violations include, but are not limited to safety infractions, reckless operation of aircraft, not adhering to field rules, and actions disruptive or detrimental to the positive morale of the club or its member(s).
- c. Current members of this club will have the authority to recommend the termination of a member by majority vote to the club officers should a serious rule violation arise.
- d. In the event of member termination, the secretary will notify that member by registered mail.
- e. Under the rules of **Termination**, it shall become a final decision, and the individual can no longer become a member in the club.

ARTICLE VII Fees and Dues

SECTION 1 Annual Dues

The Flying Cardinals of Northern Kentucky shall fix and collect such annual dues as may be necessary to enable it to maintain itself and discharge its duties and obligations.

- a. Members will pay the dues required of their type of membership.

SECTION 2 When Due

Annual dues for the upcoming year are due **January 1st** and must be paid by **Not Later Than April 15th** of each year in order to retain membership privileges.

- a. A membership identification card (designed at the club's discretion) will be issued and must be displayed on one's person to verify membership while at the flying field.
- b. One's membership is **TERMINATED** when member fails to pay dues by **April 15th**. **ALL PRIVILEGES as a member are canceled at that time.** Reinstatement of a member after failing to pay dues by **April 15th** in the current dues year automatically will require a new member process and deemed as Associate Member status when reapplying.

ARTICLE VIII Pit Passes

SECTION 1 Purpose

To distinguish members of the Flying Cardinals from guests and spectators, a specific identification of a member's status in the club, known as a **pit pass**, is issued.

- a. The Membership Chairman will issue each member a pit pass. The pit pass will be issued once a year after the member pays their Membership Type dues.
- b. The pit pass must be in a member's possession and displayed when flying at the field or club functions.
- c. Pit Passes are color coded to identify their skill and position in the club membership. The club reserves the right to change these colors. The color code that applies to the current year is to be announced at the year's first meeting.

ARTICLE IX General Rules

SECTION 1 Flying Rules

The following rules regarding flying at the Flying Cardinals of Northern Kentucky facilities must be strictly adhered to.

- a. All pilots must have their **AMA** and **FAA** identification numbers, name, and address inside or outside all aircraft they fly. Must be visible without the aid of a tool.
- b. Student pilots (any non-pilot) must be "signed-off" by two (2) members or one (1) instructor prior to receiving a membership card acknowledging their ability to control their aircraft and can fly alone. Each **MUST PASS A FLIGHT TEST!**

- c. All pit rules must be adhered to at all times and common safety sense must prevail at all time.
- d. In order to become a trainee, membership in the organization is mandatory.
- e. There is no time of day restrictions for flying.
- f. All flights are restricted to airspace north of the runway and must not encroach the pit area, parking lot, and/or driveway.
- g. Flight safety shall be the responsibility of each member and guest. Both are expected to handle their equipment in a safe manner.
- h. Helicopter flying will be permitted at the field. However, due to the complexity of rotary wing aircraft, new applicants must show proof of their ability to control their craft to a club instructor.
- i. All pilots are to adhere to the posted rules and pit rules. Any violations of the foregoing items are to be halted immediately if brought to your attention. Continued violations could result in possible expulsion from the organization.

SECTION 2 General Rules

Each member is encouraged to participate in club functions

- a. Participation in work details is expected and is generally two (2) per year is sufficient in keeping our field in excellent shape we now enjoy.
- b. This shall be all-inclusive with reasonable and due consideration to age, and physical limitations of each member.

ARTICLE X Amendments

These bylaws may be changed or mandated at the discretion of the club officers and a vote of a quorum of the membership, in order to revise these bylaws, it will be necessary to involve three (3) consecutive meetings. The first monthly meeting will consist of the initial motion to change an item in the bylaws seconded and voted upon by the membership. The next monthly meetings will be notification that the bylaws will be changed and that the next monthly meeting (3rd month) will involve the actual voting by the membership in attendance. At that point, the bylaws in question will either pass or fail depending upon the vote of the membership in attendance. If passed, the item in question will immediately become incorporated into the bylaws. The Secretary must make sure changes to the bylaws are implemented into the existing bylaws. If the item in question fails, no further action will be necessary.

ARTICLE XI
Order of Business

SECTION 1 Business order

- i. Opening/call to order
- ii. Reading of the minutes
- iii. Treasurer's Report
- iv. Membership/Reception of applications
- v. Balloting of new memberships
- vi. Safety
- vii. Field Maintenance
- viii. Old Business
- ix. New Business
- x. Closing