

# **DES MOINES MODELAIRES BY LAWS**

## **Effective August 2017**

### **Article I**

The Officers of the Des Moines Modelaires Club shall consist of a:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer

All Club Officers must be current and paid club members.

### **Article II**

The Board of the Des Moines Modelaires shall consist of:

All Officers, six (6) current and paid club members, and the past President assuming the past President is a current and paid club member and willing to participate on the Board.

### **Article III**

Officer and Board Member Duties and Responsibilities:

(a) President- The President shall preside over all meetings of the club including Board meetings and shall act as spokesman for the club in all matters pertaining to the club. The President has discretion over routine and necessary decisions concerning club business.

(b) Vice-President- The Vice-President shall act for the President when he is unable to serve, and facilitates hobby related programs at general club meetings. The Vice President is also responsible for keeping track of club membership and distributing ID cards to paid members.

(c) Secretary- The Secretary shall keep the minutes of all meetings and the attendance roll of such meetings. They shall maintain an official minute book for this purpose.

(d) Treasurer- The Treasurer shall collect all membership dues and other club income and shall keep a record of all monies received and monies disbursed by the club.

(e) Board - The Board shall act / vote on all matters of general policy.

(f) Any Officer or Board member may be removed from their position if they have missed three (3) consecutive Board meetings without just cause, repeatedly conducts themselves in a manner harmful to the Modelaires or have let their club membership lapse. Removal from the position will be by vote of the remaining Officers and Board members.

### **Article IV**

Terms of office and election matters:

(a) All Officers of the Des Moines Modelaires Club shall serve for two years from date of election. The offices of President and Treasurer shall be elected in even numbered years and the offices of Vice-President and Secretary shall be elected in odd numbered years.

(b) All Board members shall serve for a period of two years. Three members shall be elected in even numbered years. The other three members shall be elected in odd numbered years.

(c) To facilitate the transition of office, the past club President shall be asked to serve on the Board for a term of one year after their final year as President assuming they are a current and paid club member and they are willing and able to serve.

(d) The annual meeting and the elections of Officers and Board members shall be held at the regular meeting in December of each year. Current and paid club members can self nominate or nominate other club members. All nominations are to be distributed to the current general membership prior to the December club meeting.

(f) Eligibility for nomination and election to any Officer or Board position, and to hold that position, requires that they are a current and paid club members as of February 1st and for the duration of the term they are elected to. If they are not a current and paid club member in the Modelaires by February 1st, they must forfeit the position they were elected to.

## **Article V**

### Vacancies

Vacancy in any Officer or Board position shall be nominated by the club President and voted on by the club Board. Such positions will serve to the end of the term for which their predecessor was selected. If the club President becomes the vacancy the nomination will be made by the current club Vice President, who has assumed the office of President for the remainder of the term.

## **Article VI**

### Meetings

Regular meetings shall be held each month on a day decided by the club Officers.

Notice of regular meetings will be published in the club newsletter or by email to current club members.

Club members will be notified via the club newsletter or by email to the current club membership of annual election meetings at least three weeks in advance. However, failure to notify the members in advance shall not nullify any election procedures conducted at any meeting where a quorum is in attendance as stipulated in Article VII (b).

Election of club Officers and Board Members will be held at the December general membership meeting and will include votes made by members' present including votes received via mailed in paper ballot. Officer and Board member candidates must be finalized four weeks in advance of the December meeting at which a vote is to take place. The finalized ballot will be sent via email to the club membership three weeks in advance. Paper ballots must be received at the designated address, as directed on the ballot, the day before the December club meeting at which an election is to take place. The paper ballots will be opened and counted at the club meeting.

Special meetings of the club shall be at any convenient time, as decided by the club President and other available Officers' or by at least three current Board members, or by any ten club members. The meeting time and place shall be published in the club newsletter or distributed to the current club membership via email at least three days in advance.

## **Article VII**

Modelaires business meetings and voting rules.

### Voting

- (a) Only current and paid **adult (19 years of age or older)** members will be eligible to vote
- (b) A passing vote requires one more than half the votes cast
- (c) In person and mailed in paper ballots shall be utilized for:

- a. Election of club Officers and Board members
  - b. By-Law changes
  - c. Increase in annual club dues
  - d. Non budgeted expenditures over \$1000
  - e. When the club Board believes an item is such importance that having a mailed in paper voting process is warranted
- (d) Only current and paid **adult (19 years of age or older)** club members may vote. Voting will be done at a general membership meeting or by a mailed in paper ballot approved by the Board. In person votes and unopened mail in ballots will be opened and counted at the meeting to insure that a member only votes once.
- (e) The club will not accept any form of Proxy Voting.
- (f) Any time an absentee vote via paper ballot is required by bylaw requirements, the form from which the ballot can be printed will be included in the previous month's e-mailed newsletter or sent via special e-mail

#### Regular Business

(a) All regular business affairs conducted by the club shall be directed by the Board, except that at any time the President, or the Board, may call a special meeting of the membership to decide on any problem of business activity.

(b) At any club meeting, a passing vote requires one more than half of the members present. At any Board meeting, a passing vote requires one more than half of the Board's personnel.

(c) The Board may approve financial expenditures up to \$500 for any non-budgeted expense.

(d) Any non-budgeted expenditure above \$500 and below \$1,001 shall be taken to a General membership meeting for vote of approval.

(e) Any non-budgeted expenditure above \$1,000 shall be taken at a general membership meeting for vote of approval by the majority of members present, including votes received via mailed in paper ballots.

#### Article VIII

##### Dues and Fees

The collection of and setting of dues and fees (such as Landing Fees) for the Des Moines Modelaires Club.

**Membership** - An applicant must have a **current** Academy of Model Aeronautics membership valid through December 31 of the membership year, and is registered with the FAA to fly sUAV valid through December 31 of the membership year, and who pays the club annual dues and assessments, if any, will be issued a flying membership card that entitles them to full use of all of the Modelaires flying fields, voting privileges, and the possibility of holding any office in the club. They will also receive the club newsletter via email when published.

**Membership Renewal - Adult renewals after March 31<sup>st</sup> will incur an additional fee of \$20 over the then current membership dues.**

(a) Membership types and dues shall be per the Membership Application which will be reviewed annually.

(b) Annual membership dues shall be adjusted according to the financial needs of the club and approved by vote of the general membership present at the club meeting which such vote is taken, including votes received via mailed in paper ballots. Any change in club dues will be published via the club newsletter or via distribution to the current club membership via email and voted on at the August General Membership meeting.

(c) No special assessment shall be levied upon the club membership at any time, except by vote of the current paid club membership provided a majority vote of those present at the club meeting that such a vote is taken, including votes received via mailed in paper ballots.

## **Article IX**

### Membership revocation / Expulsion from the Club

Revocation of membership or expulsion from the club may happen if a member repeatedly violates safety rules of the club. They may also be expelled or have their membership revoked if they participate in an illegal activity (As defined by Iowa law.) at either of the Club's fields or while participating in a Modelaires event at another location.

When a violation occurs, the Board shall be informed immediately and a Board decision regarding the matter will be made. The offending member and other witnesses shall present their statements of the incident prior to the Board making its ruling. This decision will then go to the General Membership for a vote to either accept or reject the Board's ruling.

## **Article X**

### Special Funds

The Treasurer of the club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operation of the club.

## **Article XI**

### Amendments

Amendments may be made to these Bylaws at any general meeting of the club membership by vote of the current paid club membership upon majority vote of those present at the club meeting, including votes received via mailed in paper ballots., provided the Members shall have been notified via the club newsletter or email at least ten days in advance that an amendment is to be considered.

Copies of the proposed amendments shall be provided to all Officers and Board members and to any members who may request the same.