

# LAKE AREA RADIO KONTROL SOCIETY

## BY-LAWS Revision Page

<b>Date of Revision</b>	<b>Summary of Changes</b>
August 14, 2003	Initial
February 9, 2017	Article I, Section 2, Line b): Change of definition of Associate Member Article II, Section 3, Line c): Change of annual due amount for Associate Member
June 14, 2018	Article I, Section 3, Line b): AMA & LARKS membership Article I, Section 4: Application for membership Article I, Section 5: New Member info package Article I, Section 6: Membership card, deleted Article I, Section 7: Duration of Membership Article, I, Section 8: Change of Membership Status Article II, Section 2: Initiation Fee, Deleted Article II, Section 5, b) & c): Delinquent Dues Article II, Section 6: Inactive Status Article II, Section 7: Assets Article III, Section 1: Quorum Article III, Section 2: Mid Cycle Business by the Executive Council Article IV, Section 1: Election of Officers Article V, Section 1: Nominating Committee Article V, Section 3: Nominations for Elections Article VII, Section 2: Access to Club accounts Article VII, Section 3: Mid Cycle Expenditures Article IX, Section 1: Newsletter Distribution Article IX, Section 2: Newsletter Review Article XI, Section 4: Safety Officer Duties
June 15, 2019	Article VII, Section 2: Government Article VII, Section 3: Financial Authority

# LAKE AREA RADIO KONTROL SOCIETY

## BY-LAWS

### ARTICLE I. MEMBERSHIP

#### Section 1. Eligibility

Any person concurring with the By-Laws of the Lake Area Radio Kontrol Society, hereinafter called the “LARKS”, and actively engaged in the sport/hobby of flying radio controlled aircraft shall be eligible for membership in the LARKS, as defined in Section 2 below, subject to the provisions of the By-Laws. The minimum membership age shall be 8 years. The minimum voting age shall be 18 years.

#### Section 2. Types of Membership

- a) **Junior Membership** – Junior membership shall be available to members between the ages of 8 and 18, who are not members under the Family Membership. This membership does not carry voting privileges.
- b) **Associate Membership** – Associate membership shall be available to any adult member (over 18) whose primary residence is outside of the geographical boundary as established by the Executive Council. This membership does not carries voting privileges.
- c) **Open Membership** – Open membership shall be the type of membership open to all adult (over 18) applicants who do not qualify for other memberships as described in this section. This membership carries voting privileges.
- d) **Family Membership** – Family membership shall be available to any family where there is more than one in the household who wishes to participate in the Club. All members in the household shall have all the privileges of regular membership, with the exception that Family membership shall have only one vote per Family membership paid.
- e) **Life Membership** – Life Membership may be conferred through the following process:
  - 1) Candidates for Life membership shall be nominated by three Open or Associate Members to the Executive Committee for its consideration.
  - 2) A majority vote of the Executive Committee shall be required to submit the candidate’s name to the Club for its action.
  - 3) The candidate’s name shall then be presented to the whole Club for its consideration, with the nomination made at one meeting, announcement in the following Club newsletter, and a vote at the next meeting. A majority of the voting membership present at the meeting, a quorum being present, shall be required to confer Life membership.
  - 4) Approval of a nominee for Life membership shall be at all levels of consideration on his superior service to the Club and his active participation in all Club activities.
- f) **Charter Membership** – Charter membership has been conferred on the original six individuals who founded and chartered the Lake Area Radio Kontrol Society. This membership is not available to any other member or individual. This membership carries voting privileges.
- g) **Honorary Membership** – Honorary membership may be conferred upon a person who has rendered distinguished service to the LARKS or the miniature aircraft sport/hobby. Proposals for Honorary Membership shall be made to the Executive Committee for their approval, acceptance, and conferment. These positions shall be simply complimentary, carrying with them the right to attend meetings and to speak, but not to make motions or vote.

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### Section 3. Affiliation with the Academy of Model Aeronautics

- a) The LARKS are affiliated with the national association known as the Academy of Model Aeronautics (AMA) under provisions of the By-Laws of the AMA governing Charter Clubs.
- b) When qualified under the provisions of the forgoing section, a member of LARKS is encouraged to be a member of the AMA. Any LARKS members not a member of the AMA will have their flying privileges at Hinch Model Air Park suspended.

### Section 4. Application for Membership

- a) An applicant may request to be considered for LARKS membership or can be recommended by a member in good standing, who has knowledge of the applicant's interest and background.
- b) The Applicant shall be provided an application for membership and other information relative to the history of LARKS, its Constitution and By-Laws.
- c) At the Applicant's second meeting the vote can be taken to accept the Applicant as a member of LARKS. If the applicant is unable to attend the monthly LARKS meetings, the applicant can be interviewed by 2 Club members and these Club members can recommend the applicant for membership into LARKS.
- d) As a condition of membership, the Applicant agrees to follow and support the Constitution, By-Laws and General Policies of LARKS, and the Academy of Model Aeronautics.
- e) Membership into LARKS begins upon the affirmative vote by LARKS membership, payment of dues and submission of a completed Application.

### Section 5. Prospective Member Package

The Applicant should receive the following prior to membership (may be provided to the Applicant electronically):

- a) Copy of membership requirements and membership application
- b) Copy of the Constitution and By-Laws
- c) Copy of flying site rules and General Policies

### Section 6. Membership Card

Deleted

### Section 7. Duration of Membership

Membership will terminate upon voluntary withdrawal from LARKS, non-payment of dues, or by expulsion by LARKS in accordance with these By-Laws. The right of a member to vote, and all other privileges or interest in the LARKS shall cease upon termination of membership.

### Section 8. Resignation, Termination, Disciplinary Action, Expulsion and Reinstatement of Membership

Any member in good standing may resign his/her membership by giving notice to an Executive Council member. Dues will not be pro-rated for resignation or expulsion.

A former member in good standing with LARKS may request to become an active member of LARKS upon payment of dues. If flying privileges are to be exercised, proof of current AMA membership must be provided upon request.

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This section provides for the enforcement of Safety Rules that are related to flying activities. For cause, any member or members may be expelled or disciplined as determined by the Executive

Committee, following the proper Grievance Procedures. Sufficient cause for such expulsion or disciplinary action shall be the violation of the provisions of these By-Laws or any rules or agreement adopted by the LARKS, or conduct prejudicial to the interests of the LARKS.

Such expulsion or disciplinary action shall be by a two-thirds (2/3) majority vote of the Executive Council, provided a statement of the charges shall have been presented to the member before the final action is taken.

Such statement shall be accompanied by a notice of the time and place of the meeting of the Executive Council at which the charges are to be considered, and the member shall have the opportunity to appear in person and present any defense to such charges before action is taken thereon.

Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Executive Council.

### **Grievance Procedure (Flight and Ground Safety Rules)**

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 Executive Council for its consideration by means of a Grievance Form to be filled out and submitted to the Executive Council Chairman (President of the Club). At least one witness is required to sign the Grievance Form.

Executive Council:

The Executive Council shall use its judgement in carrying out action on the following:

- a) A Grievance Form (see page 10) will be filled out and submitted to the Executive Council. The form shall be signed by the complainant. At least one witness is required.
- b) First Violation
  - a. Viewpoints of both complainants and the accused will be considered.
  - b. Complainant's names will be disclosed.
  - c. If the Executive Council deems the accused to be at fault, a verbal reprimand will be given to the accused by the Executive Council, and this will be recorded in the Council's files.

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### c) Second Violation

- a. Complainant's names will be disclosed.
- b. The accused has the right to a written rebuttal, to be reviewed by the Executive Council.
- c. If the Executive Council 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's newsletter.

### d) Third Violation

- a. The Executive Council will notify the accused in writing and the Club members via the Club newsletter that the Executive Council will vote on the expulsion of the accused and the results of that vote will be disclosed at the next regular meeting of the Club.
  - b. Said expulsion will last for a one year minimum (longer if deemed necessary by the Executive Council).
  - c. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the Executive Council.
  - d. The expelled member may reapply for membership after the expiration of the expulsion time period.
- e) The three actions will not be enforced unless they are accumulated within a two-year period of time.
- f) Any member receiving a Grievance who directs any retaliation 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 Executive Council.

## ARTICLE II. INITIATION FEES AND DUES

### **Section 1. Fiscal Year**

The fiscal year shall be from January 1 to December 31.

### **Section 2. Initiation Fee**

Deleted

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### Section 3. Dues

		<u>Quarterly</u>	<u>Annually</u>
a)	Junior	\$ 1.50	\$ 6.00
b)	Associate	NA	\$ 50.00
c)	Open - Working	\$25.00	\$100.00
	Open – Non-Working	\$50.00	\$200.00
d)	Family - Working	\$26.50	\$106.00
	Family – Non-Working	\$53.00	\$212.00
e)	Life	NA	NA
f)	Charter	NA	NA

### Section 4. Notation of Dues Payment

Notation of dues payment shall be part of the Treasurer's report and by annotating the LARKS record book. A receipt shall be issued.

### Section 5. Delinquencies

- a) Dues shall be payable either quarterly or on an annual basis.
- b) All members with delinquent dues shall have their Club flying and voting privileges suspended until their dues are paid.
- c) Upon the payment of dues, the member's flying and voting privileges will be restored.

### Section 6. Inactive Status

A member may enter Inactive status for an indefinite period of time. During this period, said member shall pay no dues and shall be entitled to no LARKS privileges. Reinstatement without penalty or initiation fee shall occur upon payment of dues.

### Section 7. Assessments

If at any time an assessment of the membership is required, such assessment may be levied by a two-thirds (2/3) vote of the members present at a meeting of the LARKS. Notice of such proposed assessment shall be distributed by electronic means prior to the meeting at which the vote is to be taken. Assessments so levied shall not exceed 25% of the member's most recent due payment.

### Section 8. Distribution of Assets

All dues collected and other income shall be used for the benefit of the LARKS.

## ARTICLE III. VOTING

### Section 1. Quorum

At least 3 Open members and 3 members of the Executive Council in attendance shall constitute a quorum for the transaction of business at any general or special meeting.

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### **Section 2. Mid Cycle Business by the Executive Council**

Whenever, in the judgement of the President, a virtual (electronic) vote of the Executive Council shall be necessary or expedient, he may direct that such a vote be taken. The subject of the vote and a record of the motion(s) pass or fail shall be records in the Club Minutes at the next monthly club meeting under Old Business.

## **ARTICLE IV. ELECTIONS**

### **Section 1. Election of Officers**

The officers shall be elected by either public vote or secret ballot from the voting members in good standing at the time of the election.

### **Section 2. Election and Term of Office**

The officers shall be elected individually, by simple majority vote, by the members of the LARKS. Term of office shall be for one (1) year, beginning January 1<sup>st</sup>, except officers shall continue until their successors have been installed.

### **Section 3. Date of Annual Election**

The annual election shall be held in November.

## **ARTICLE V. NOMINATIONS**

### **Section 1. Nominating Committee**

At the September meeting, the Member-at-Large shall indicate who is serving on the Nominating Committee (if a committee is necessary). They shall nominate candidates and conduct the annual election. They shall report the names of such candidates at the October meeting and these names shall be included in the record of Minutes and sent electronically to the membership.

### **Section 2. Independent Nominations**

Nominations may be made from the floor at the Election meeting, provided prior consent of the nominee has been obtained and he is a member in good standing.

### **Section 3. Nomination for Election**

Any person nominated shall first be verified as current on their due payments to LARKS and the AMA by the Treasurer before his name is placed on the ballot.

## **ARTICLE VI. OFFICERS**

### **Section 1. Compensation of Officers**

Officers shall serve without compensation

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### **Section 2. President**

- a) Duties. The President shall preside at meetings of the LARKS and the Executive Council. He shall be an ex-officio member of all committees, except the Nominating Committee. The President may delegate all or part of his powers as deemed necessary for the best interest of the LARKS.
- b) Special Reports. The President may require special reports from officers or committees be made to himself, to the Executive Council, or to the LARKS.

### **Section 3. Vice President**

The Vice President shall perform the duties of the President in his absences and shall be successor to the President in the event the office is vacated.

### **Section 4. Secretary**

- a) Duties. The Secretary shall be responsible for keeping the minutes of all meetings and of Executive Council meetings, both regular and special.
- b) Assist Committees. He shall assist any committee if called upon, and shall perform such other duties as the President or Executive Council may direct.
- c) Retirement. Upon retiring from office, he shall deliver to the Executive Council, or to his successor, all funds, books, papers, account vouchers and other property in his possession belonging to the LARKS.

### **Section 5. Treasurer**

- a) Charge of Funds. The Treasurer shall have charge of the funds of the LARKS and shall deposit or withdraw as necessary. An account shall be established at a local bank.
- b) Accounts. He shall be responsible for keeping an accurate, detailed record of accounts in books belonging to the LARKS in a manner acceptable to the Executive Council. Accounts and records shall be open at all times for inspection by the President, Secretary, or Executive Council. He shall have authority to call for reports from the Secretary, if necessary.
- c) Financial Reports. He shall report the financial condition at regular meetings or when requested by the President or Executive Council.
- d) Collection of Dues. He shall collect all dues, assessments, and other monies to which the LARKS maybe entitled, giving receipt as required.
- e) Disbursement of Funds. He shall disburse such funds as necessary to the continuing operation of the LARKS as authorized by the Executive Council and these By-Laws.



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- f) Audit of Books. Whenever directed by the President or Executive Council, he shall submit for audit his books, records, vouchers, or any papers called for by an auditor or auditing committee designated by the Executive Council.
- g) Retirement. Upon retiring from office, he shall deliver to his successor all funds, books, papers, accounts, vouchers, and other property in his possession belonging to the LARKS.

### **Section 6. Member-at-Large**

The Member-at-Large shall be elected and shall be a representative of the membership. He shall be a voting member of the Executive Council.

### **Section 7. Delegation of Duties**

Any or all of the elected officers may delegate their routine duties to such eligible members as the Executive Council shall provide for that purpose. However, the elected officer shall still be responsible for seeing that the duties assigned him by these By-Laws are carried out.

### **Section 8. Appointment of Successors to Vacated Officers**

The Executive Council shall have the authority to appoint a successor to any office vacated, except that of President, which shall be succeeded by the Vice President, as provided in ARTICLE VI, SECTION 3.

## **ARTICLE VII. EXECUTIVE COUNCIL**

### **Section 1. Membership**

The Executive Council shall consist of the elected officers, Member-at-Large, and Ex-Officio member.

### **Section 2. Government**

The management of the affairs and business of the LARKS shall be vested in the Executive Council. The Executive Council will ensure at least 2 members of the Council have access to any and all accounts which are connected to the operation of LARKS. The Executive Council shall have the authority to suspend or expel members, act on prospective Life Members, create committees, and shall have power in everything necessary and desirable in the conduct of business in accordance with these By-Laws.

### **Section 3. Mid Cycle Expenditures**

The Executive Council, as a whole, shall have the authority to make any normal and routine expenditures it may deem necessary for the regular operation of the LARKS that does not exceed \$2,000.00 (aggregate total). Each individual member of the Executive Council shall have the authority to make any normal and routine expenditures he/she may deem necessary for the regular operation of the LARKS that does not exceed \$500.00 (individual purchase). A LARKS member who is responsible for a LARKS approved event shall have the authority to make any normal and routine expenditures he/she may deem necessary related to the event that does not exceed \$1,000.00. In the event of a critical or emergency situation which threatens the safe operation of the facilities, the sustainability of the LARKS or which presents an expectation of property damage or loss, the Executive Council is

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authorized to make any necessary and prudent expenditures not to exceed 75% of the combined amount of all LARKS accounts as reported by the Treasurer at the most recent club meeting. All of these expenditure shall be presented to the membership at the next scheduled club meeting by the Treasurer.

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### **Section 4. Meetings**

Meetings of the Executive Council shall be held at any time and place designated by the President, or at the request of three (3) members of the Executive Council. The Secretary shall issue a call for a special meeting. Non-Council members may attend Council meetings only by special invitation of the President.

### **Section 5. Quorum**

Four (4) members of the Executive Council shall constitute a quorum for an Executive Council meeting.

### **Section 6. Absence**

If any member of the Executive Council shall be absent from three (3) consecutive meetings, unless excused by the President or by the Council, a vacancy may be declared to exist.

### **Section 7. Ex-Officio Member**

The President, upon relinquishing his office, shall become an ex-officio member of the Executive Council until replaced by a new past President.

## **ARTICLE VIII. DISSOLUTION**

### **Section 1. Dissolution**

The LARKS may be dissolved with the approval of a two-thirds (2/3) majority vote of the total membership.

### **Section 2. Distribution of Assets**

Upon final dissolution of the LARKS and of the organization and name, and after all debts are fully paid and a final audit completed, all funds remaining in the treasury shall be donated to a recognized charitable or non-profit organization, which shall be decided at the dissolution meeting.

## **ARTICLE IX. NEWSLETTER**

### **Section 1.**

A monthly newsletter consisting of at least the Minutes from the most recent meeting will be distributed to all members, active and inactive who have a valid email address. A member may request to have the newsletter sent to them via the USPS. In addition to providing news and commentary of general interest, the newsletter shall notify the members of the next meeting and any other information deemed necessary.

### **Section 2.**

When the Newsletter contains more than the club Minutes, the Newsletter shall be submitted to the President for approval, prior to distribution.

## **ARTICLE X. EMBLEM**

The LARKS shall have an emblem of such design as the membership may adopt. This emblem shall not be changed unless voted by two-third (2/3) of the membership.

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### ARTICLE XI. FLYING SITE

#### **Section 1. Official Location**

The official flying site of the LARKS shall be Hinch Model Air Park, a private facility, wholly owned by the LARKS, and located in Calcasieu Parish, State of Louisiana.

#### **Section 2. AMA Membership**

All flyers must hold a current AMA membership card and if required, a valid FCC license.

#### **Section 3. Site Flying Rules**

A set of flying site rules, to promote safety, courtesy, and general good conduct shall be established and posted at the site.

#### **Section 4. Safety Officers Duties**

Members of the Executive Council, in addition to their regular duties, shall constitute flying site Safety Officers. Duties of Safety Officers shall be to ensure the safety of all personnel, preservation of LARKS property, safe flying of all miniature aircraft as well as enforcement of flying site rules and Club policies.

### ARTICLE XII. ORDER OF BUSINESS

The Order of Business for regular and special meetings shall be as decided by the Presiding Officer.

### ARTICLE XIII. RULES

Robert's Rules of Order, Revised Edition, shall govern in all cases not herein provided for.