

ORGANIZATIONAL INFORMATION  
BYLAWS OF THE ACADEMY OF MODEL AERONAUTICS, INCORPORATED

**ARTICLE I**

**Name, Location, and Incorporation**

**Section 1.** The name of this organization shall be THE ACADEMY OF MODEL AERONAUTICS, INC. and shall hereinafter be referred to and designated as the AMA.

**Section 2.** The principal office of the AMA shall be located as directed by the Executive Council.

**Section 3.** The AMA is a non-profit corporation organized under the District of Columbia Non-Profit Corporation Act.

**ARTICLE II**

**Purposes**

Subject to the limitations set forth in the Academy of Model Aeronautics, Inc., Articles of Incorporation, the primary object of the AMA is to promote and foster educational and scientific advancement in model aeronautics, to give recognition to model leadership and to provide guidance and direction of national model aeronautic affairs by those individuals who, through their accomplishments in the model field, have demonstrated their qualifications for such responsibility. More particular purposes are listed below, but shall not be considered exclusive.

- (a) To encourage the study and discussion of scientific problems and to disseminate scientific news and views.
- (b) To organize and sponsor discussion conferences and the presentation of technical papers at such conferences.
- (c) To encourage through recognition, leadership in model aeronautics.
- (d) To recognize leadership of unusual quality by the conferring of special honorary titles.
- (e) To encourage joint discussion directed toward group agreement on development needs relating to model aviation.
- (f) To keep model leaders informed through the publication of scientific journals and news bulletins.
- (g) To encourage the contribution of articles on the development of model aeronautics for the AMA publication.
- (h) To associate interested organizations and individuals for group support of education and development needs related to model aeronautics.
- (i) To guide and direct national model activities to the end that model aeronautics may be advanced in the United States in a manner that will best serve model aviation as a whole.
- (j) To guide and assist in the acquisition and retention of flying sites for the further growth and development of model aeronautics.
- (k) To establish and maintain official regulations governing the conduct of model airplane records and contests and issue sanctions for same.
- (l) To direct the technical organization and conduct of national and international model contests held within the United States and to act through the National Aeronautics Association as the aeromodeling representative in the United States for the Federation Aeronautique Internationale.
- (m) To license model aircraft and fliers thereof for competition.
- (n) To promote recognition in the United States and abroad of all officially sanctioned competitions and records which are conducted by AMA Contest Directors.
- (o) To have as its guiding principle, Of, By, and For the Model Airplane Enthusiast.
- (p) To operate through the National Aeronautic Association in representing all activities of United States Aeromodeling to the FAI, such operation to be in accordance with a written agreement between AMA and NAA.

## ARTICLE III

### Membership

**Section 1.** Any individual who has an interest in the building and/or flying of model aircraft or in furthering the purposes of the Academy of Model Aeronautics shall be eligible for membership. The AMA Executive Council shall determine eligibility for each category of membership and their decision shall be conclusive. Upon acceptance for membership, each individual shall agree to accept and abide by AMA's Articles of Incorporation and Bylaws, AMA National Model Aircraft Safety Code, all policies, rules, and related documents and paying dues as determined by the Executive Council. No member shall have any right, title, or interest in or to AMA property. The primary membership categories are listed as follows. See membership subcategory classifications in the Standing Rules Section.

**(a) Adult Membership**—synonymous with prior Open Membership, those members who are age 19 or older as of July 1 at the time of their application for membership.

**(b) Youth Membership**—those members who are less than age 19 as of July 1 at the time of their application for membership.

**(c) Special Membership**—those members belonging to classifications identified and developed by the Executive Council for special conditions and/or recognition as named and described in the Standing Rules. These may include classifications with restricted benefits, temporary memberships used in connection with special or provisional programs, nontypical dues rates structures, contributions to model aviation by individuals, organizations, or members of other organizations that desire to affiliate with the AMA in accordance with written agreements. These members shall be entitled to privileges and benefits as determined by the Executive Council.

**Section 2.** The Chartered Club is the local division of the AMA. It is the vehicle for recognition of any grouping of AMA members.

**(a)** All members of the Chartered Club, including officers, must be members of the AMA (except associate members who are not officers, defined as a wife, husband, child, or parent of an active club member who does not operate models as part of the club activity); such members must be listed on the Charter as an associate.

**(b)** Additional information on chartered clubs can be found under the Standing Rules.

**Section 3.** The Executive Council's determination on eligibility or class of membership shall be conclusive. Upon acceptance for membership, each individual shall agree to accept the Articles of Incorporation and Bylaws of the AMA and to pay such dues as may from time to time be determined by the Executive Council. No member shall have any right, title, or interest in or to AMA property.

## ARTICLE IV

### AMA Fellows

The title of "Fellow" will be conferred by the AMA upon individuals who, in the opinion of the Executive Council, have performed exceptionally meritorious service for model aeronautics. Fellows shall thereafter have free membership privileges for life.

## ARTICLE V

### Resignation, Termination, Disciplinary Action, Exclusion, Expulsion, and Reinstatement of Membership

**Section 1.** Any member in good standing may resign his membership by giving notice in writing to AMA.

**Section 2.** If any member ceases to have the qualifications necessary for membership in the AMA, his membership shall thereby terminate, subject to reinstatement upon restoration of eligibility.

**Section 3.** Any individual may be expelled or excluded from membership by the AMA by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Executive Council if, in the Executive Council's determination, such individual willfully commits any act or omission which is a violation of any of the terms of the Articles of Incorporation, Bylaws, or Rules of the AMA, or which is detrimental to the AMA or to model aviation. Expulsion from membership is subject to the following procedures and rights.

**(a)** A written statement of formal charges against a member suspected of such an act or omission and a written notice of proposed expulsion from membership, stating the date, time, and place where such action is to be considered by the Executive Council, shall be drafted under the direction of the President.

**(b)** At least thirty (30) days before such action is to be considered, the written statement of formal charges and the written notice of proposed expulsion shall be mailed to each member of the Executive Council by ordinary mail and to the member charged by certified mail to his last known address.

**(c)** The charges and proposed expulsion shall be considered by the Executive Council in Executive Session in a hearing at the date, time, and place specified in the notice of proposed expulsion. At the hearing, the member charged shall have an opportunity to present a defense, and a record of the proceedings shall be kept.

**(d)** The vote of the Executive Council regarding the proposed expulsion shall be by secret ballot. To assure neutrality, any member of the Executive Council representing the member charged or representing any party aggrieved by the acts or omissions under inquiry shall be disqualified from attending the hearing or voting upon the question of expulsion, and the two-thirds ( $\frac{2}{3}$ ) majority vote necessary for expulsion shall be determined as if the Executive Council were reduced by the number of its members so disqualified.

**Section 4.** Any member who is expelled from membership may be reinstated to membership only by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Executive Council.

**Section 5.** The Executive Council shall have the authority to provide for and to impose disciplinary action for such acts or omissions described in Section 3 of Article V which do not justify expulsion from membership.

## **ARTICLE VI**

### **Dues**

The Executive Council shall set dues for all types of AMA membership. Any AMA member who fails to pay annual dues within thirty (30) days after they are due and payable shall be dropped from the membership rolls. In any event, a member's dues must be currently paid in order to exercise the right to vote.

## **ARTICLE VII**

### **Books and Records**

**Section 1.** The AMA shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its members, Executive Council, and committees having any of the authority of the Executive Council.

**Section 2.** A record of the names and addresses of its members entitled to vote shall be kept at the principal office of the AMA.

## **ARTICLE VIII**

## **Meetings**

**Section 1.** The Executive Council will have at least one annual meeting to be called with at least twenty (20) days' notice by the President.

**Section 2.** Special Executive Council Meetings may be called by the President, Executive Vice President, any five (5) EC members or upon written request of 5% of voting members of the Academy. The purpose of a Special meeting shall be stated in the call. Except in cases of emergency, as determined by the President, at least 15 days' notice shall be given.

**Section 3.** A regular meeting of the membership shall be held annually at the call of the Executive Council, which may in its discretion call a special membership meeting at any time. The Executive Council shall call a special membership meeting upon written request of 5% of the voting members. The date and place of the membership meeting shall be as determined by the Executive Council. Meeting announcements shall be sent to each member of the AMA, or announced in the AMA's official publication, at least 45 days prior to the meeting date.

**Section 4.** The voting body at the annual membership meeting of the AMA shall be the Adult AMA members in good standing.\* A quorum shall consist of the registered AMA members present. The Chairperson of the annual membership meeting shall be the President, or if unable to preside, someone designated by the Executive Council. All issues duly moved and passed at the membership meeting shall be mandates to the Executive Council for review and final determination at the next regular meeting of the Executive Council.

*\*Park Pilot members do not have voting rights.*

## **ARTICLE IX**

### **Nominations and Elections**

**Section 1.** Nominees for AMA District Vice President shall be nominated by any Adult Member or designated Special Member whose classification has been granted voting privileges by the Executive Council. The nominating member and the member whom he or she nominates must be bona fide legal residents of the same district at the time of such nomination. Nominees for AMA President and Executive Vice President shall be nominated by any Adult Member or designated Special Member classifications that are granted voting privileges by the Executive Council. Note: The AMA Executive Council recognizes "bona fide, legal residents" as residency is defined by the state or IRS and verifiable by the AMA.

**Section 2.** An AMA Nomination Review Committee composed of all District Vice Presidents (or an Associate Vice President from the district of an absent Vice President as designated by the absent Vice President), and the Executive Vice President (or an Associate Vice President as designated by the absent Executive Vice President) shall operate annually and under procedures defined in the Standing Rules attached to these Bylaws. The AMA Nomination Review Committee shall review the nominee's AMA qualifications before placing him or her on the ballot, in order to ensure that he or she meets the requirements for holding office as described in the Standing Rules attached to these AMA Bylaws.

**Section 3.** No AMA officer, currently serving in office, who has been properly nominated for reelection to the same office, shall be denied a place on the ballot except that the Nominating Committee by a vote of  $\frac{3}{4}$  of those present and voting shall withhold such officer's name.

**Section 4.** To be eligible to discharge the duties of AMA President or Executive Vice President, the nominee must be a Leader Member of the AMA, and must previously have served as a member of the Executive Council or as Associate Vice President or as a Contest Board member for at least one year. To be eligible for the position of any

AMA elected or appointed office, including Associate Vice President, the individual must be recorded in the Membership department as a Leader Member before the date of application or nomination.

**Section 5.** The President, Executive Vice President, and Vice Presidents shall be elected by mail ballot of Adult Members and/or designated Special Members vote. A plurality vote shall elect. District Vice President candidates shall be nominated exclusively by Adult Members and/or designated Special Members who, at the time of such nomination, are bona fide, legal residents of the same district as that of which the nominee is also a bona fide, legal resident; a nominee, however, can only be nominated for the vice presidency of the district in which he or she is a bona fide, legal resident. All other elective officers shall be nominated by Adult Members, without regard to residential considerations.

**Section 6.** Districts of the AMA shall be determined by the Executive Council.

**Section 7.** Nomination procedures are Standing Rules. The procedures shall be contained in the Executive Council approved Official Nomination Procedures document and this document shall be published in the AMA general membership publication at least 90 days prior to the annual AMA Nomination Review Committee meeting.

## **ARTICLE X**

### **Officers**

**Section 1.** The Officers of the AMA shall be a President, an Executive Vice President, a Chief Financial Officer and a Vice President to represent each of the AMA Districts. Terms of Office for the President, Executive Vice President and Vice Presidents representing each of the AMA Districts shall be three calendar years or until their successors are elected. All terms of office shall begin January 1. The Chief Financial Officer shall be appointed by  $\frac{3}{4}$  affirmative vote of the Executive Council to a three-year term. In addition, there shall be an Executive Director who shall be selected by a  $\frac{3}{4}$  affirmative vote of the Executive Council, and who shall serve in accordance with a contract approved by the Executive Council.

**Section 2.** In the event of a vacancy in the position of AMA President during a regular term due to death, incapacity, inactivity, resignation, impeachment or removal from office, the Executive Vice President shall assume the duties of President of the AMA until a special election can be held for a new President so that the newly elected President would fill out the remaining position time of the Presidency until the next regularly scheduled election.

(1) The Executive Council may replace a Vice President as follows: When a vacancy occurs during the regular term of an elected Vice President, two nominees for his replacement are to be selected by the outgoing Vice President (or by the Executive Council in the event of the demise, incapacity, or inaction of the Vice President), one of whom shall be currently an active Associate Vice President in that district. Any nominee must be qualified for the office of District Vice President as provided in Article IX. An election shall be conducted by AMA Headquarters by mailing ballots to all Adult members of the District.\* A plurality vote shall elect. A period from date of mailing to close of receipt of balloting will be established by the Executive Council. When a vacancy occurs within three months of the end of the current term of office, or when a Council meeting is called or scheduled during the nominating and voting period, the outgoing Vice President (or the Executive Council in the event of his demise, incapacity, or inaction) shall make an interim appointment from among the active Associate Vice Presidents in the district.

*\*Park Pilot members do not have voting rights.*

(2) The Executive Council may replace a President or Executive Vice President.

**Section 3.** Any elected officer of the association is limited to serving in the same position to three consecutive full terms. After this third term the officer may not run again for the same elected position without standing down for at least one election cycle. After one cycle an individual may run again for a previously held position and be eligible to serve for another three consecutive full terms.

In any election, if there is no qualified candidate\* of record (as determined by the chair of the Nominating Committee) 30 days before the nomination process ends\*\*, an incumbent officer who has served the maximum number of complete terms may then be considered for an additional term by being nominated, per normal procedures, for the position currently held. If elected, this officer must stand down after this one term unless there is no qualified nominee, as determined above, in a subsequent cycle.

Those current elected officers at the date of adoption of these term limitations, who have served three or more consecutive full terms in the same position are granted eligibility to run for their current position for one additional consecutive full term after completion of their current term, after which they must stand down and/or be subject to the provisions of these term limitations.

\*A qualified candidate is defined as someone who meets all the qualifications necessary to hold the office he or she is seeking including, but not limited to, Leader Member status.

\*\*The end of the nomination process is defined as the last day when nominations will be accepted at AMA Headquarters for the current year elections.

**Section 4.** The President shall be the Chief Executive Officer of the AMA. The President shall be a member, ex-officio, of all regular and special committees except the Nominating Committee. The President shall have the authority to establish or dissolve any committees other than those established by the Bylaws or the Executive Council and to appoint or remove committee chairmen, except as otherwise provided by the Bylaws; and to make final and binding decisions relative to unresolved disputes and protests.

**Section 5.** The Executive Vice President is an Officer of the AMA, and will perform such duties and responsibilities as may be assigned by the President or the Executive Council of the AMA. The Executive Vice President shall assume the duties of the President in the event of a vacancy as described in Section 2, until such vacancy is filled and when so acting shall have all the powers of, and be subject to all the restriction upon the President.

**Section 6.** The District Vice President of each of the AMA districts, as a member of the Executive Council, will formulate policy, serve on committees (when appointed), and resolve other matters brought before the Executive Council. The District Vice President will appoint all of the following for his district: Contest Board members, Contest Coordinator(s), Frequency Coordinator, and Associate Vice President. The District Vice President is responsible for maintaining Academy contact within the district and providing coordination with Headquarters on AMA matters.

**Section 7.** The Associate Vice President is not an elective office. He is appointed by the District Vice President of his AMA district. The number of Associate Vice Presidents within each district will be established by the Executive Council in accordance with the specific needs of each district. The Associate Vice President will serve as a liaison between the members of the district and the District Vice President. He may attend functions on behalf of the Vice President and perform other duties as required within his specific area.

**Section 8.** The Executive Director shall be the Chief Operating Officer of the AMA. He shall be directly responsible to the Executive Council for the operation of the AMA Headquarters staff and for the conduct of AMA business. He shall be responsible for accepting funds and making disbursements, for keeping books and records required by the Articles of Incorporation, the Bylaws, the Executive Council or applicable law, for the submission

to the Executive Council of an annual report on income and expenses of the preceding year and for a budget for the coming year (at such time or times as the Council may direct). The Executive Director shall assist the President, Executive Vice President, and the Vice Presidents in the performance of their respective duties.

**Section 9.** The Chief Financial Officer/Treasurer of the AMA shall be an Officer of the AMA and a non-voting ex-officio member of the Executive Council. The Chief Financial Officer/Treasurer shall be appointed by a  $\frac{3}{4}$  affirmative vote of the Executive Council at the first Executive Council meeting after the election of the even-numbered District Vice Presidents for a three-year term. The Chief Financial Officer/Treasurer position is a voluntary Executive Council Board position. The Chief Financial Officer/Treasurer shall serve in accordance with the position description of functions and be subject to minimum qualifications and experience as adopted by the Executive Council.

## **ARTICLE XI**

### **Executive Council**

**Section 1.** The management of the affairs of the AMA shall be vested in a governing body, to be known as the Executive Council.

**Section 2.** The Executive Council shall be composed of the President, Executive Vice President, Chief Financial Officer/Treasurer, a District Vice President from each district, and an officer of the National Aeronautic Association (NAA) designated by the NAA. The NAA designee is an ex officio member who has the right to vote, but shall not be counted in determining if a quorum is present at a meeting. The Chief Financial Officer/Treasurer is a nonvoting member of the Executive Council. The AMA President shall act as Chairperson of the Executive Council.

**Section 3.** The Executive Council shall have the authority to supervise the affairs of the AMA, establish policy, and the rights and privileges of the Executive Council.

### **RESPONSIBILITIES OF THE EXECUTIVE COUNCIL**

**(a)** Establishes the Mission, Purpose, and Vision of the Academy. It is the Executive Council's responsibility to create and periodically review the Mission Statement, Purpose, and Vision, so that they articulate the Academy's goals, means, and membership served.

**(b)** Selects and employs the Executive Director, establishes the Executive Director's duties and responsibilities. The Executive Council must undertake a careful search to find the most qualified individual for this critical position. The Executive Director is the Executive Council's representative and is responsible for directing AMA Headquarters operations and implementing the Executive Council's policy.

**(c)** Supports and evaluates the Executive Director. The Executive Council should ensure that the Executive Director receives strategic direction, guidance, and support from the Executive Council, as well as periodic evaluation of the Executive Director's performance and skills to continue to further the goals of the Academy.

**(d)** Establishes a long-term Strategic Plan for the Academy. To ensure effective planning, Executive Council members must actively participate in the overall strategic-planning process and assist in creating, implementing, and monitoring the plan's goals.

**(e)** Establish committees to develop and strengthen programs and services in support of the current Strategic Plan. It is the Executive Council's responsibility to work with the President, Executive Vice President, and Executive Director to determine which programs and services are consistent with the organization's mission and establish committees to further goals and objectives and monitor effectiveness.

**(f)** Ensure adequate financial resources. One of the Executive Council's foremost responsibilities is to secure adequate resources for the Academy to fulfill its mission.

- (g)** Protect financial and physical assets of the Academy and provide proper financial oversight. The Executive Council must assist in developing the annual budget, ensuring that proper financial controls are in place.
- (h)** Build a competent Executive Council. It is the Executive Council's responsibility to orientate and educate new council members concerning their duties and responsibilities, and to identify the skillsets of Executive Council members, engaging them to further the mission and vision of the organization.
- (i)** Ensure legal and ethical integrity. The Executive Council is ultimately responsible for adherence to legal standards and ethical norms, based on informed discussion.
- (j)** Enhance the organization's public standing. The Executive Council should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community and governments.
- (k)** The Executive Council has the sole authority to limit, alter, or suspend the rights, privileges, and or benefits of Executive Council members by a  $\frac{2}{3}$  majority vote of the Executive Council. Executive Council members must always act as a unit—no individual has the authority to make decisions independently.
- (l)** Executive Council members must make every effort to attend all Executive Council meetings, and come to them prepared. Reviewing agenda items and any reports from council members, committees, Executive Director or staff prior to each meeting not only allows the meetings to progress in a timely fashion, but also helps to ensure that all Executive Council decisions are based on informed discussion.
- (m)** The Executive Council has access to and exercises oversight of any and all AMA administrative, contractual, and financial documents, records, and reports of the association.

**Section 4.** Official decisions may be made by a  $\frac{2}{3}$  majority mail or electronically communicated vote or by a quorum at an Executive Council meeting. A quorum shall consist of at least 50% of current Executive Council members. A District Vice President may designate an Associate Vice President or Leader Member from his or her district to represent the district at Executive Council meetings with all rights and privileges including proxy voting.

**Section 5.** Decisions of policy shall not be at variance with the stated purposes and objectives of the Bylaws or the Articles of Incorporation of the AMA.

**Section 6.** Any bona fide AMA member may initiate a formal request for Executive Council action by submitting a petition to the Vice President from the district in which the member resides. The petition should include a written description of the nature, type, and extent of Executive Council action recommended. The District Vice President shall forward copies of the petition to the President and to the Executive Director, who shall forward copies to all members of the Executive Council. Either the President or any member of the Executive Council may have the matter placed on the working agenda.

## **ARTICLE XII**

### **Competition Jurisdiction**

**Section 1.** Contest Boards shall be established by the Executive Council as required. A Contest Board shall consist of one member from each district. Contest Board members shall be appointed by the respective District Vice President and their term of office shall coincide with the Vice President's term of office. The District Vice President may replace a Contest Board member for cause at any time or upon the resignation of the Board member. Each Contest Board Chairperson shall be elected by majority vote of the Contest Board members, to serve a two-year term. The elected Chairperson fills and serves at this position at the approval of the AMA President. The President, or his delegate, shall be the overall coordinator of Contest Board activities.

**Section 2.** The Executive Council has defined areas of responsibilities for competition jurisdiction, outlining those areas that are properly belonging to the Contest Boards and those belonging to the Executive Council. For this reason no member of the Executive Council shall be a chairman of a Contest Board.

**Section 3.** Each AMA Contest Board shall be charged with drafting national model competition and record rules, enforcement of same, review and evaluation of the rules on a periodic basis, making necessary revisions under the procedures outlined in the “Contest Board Procedures” document provided by the Executive Council. Additionally, various areas of jurisdiction are assigned to the Executive Council exclusively or to the Executive Council and Contest Board acting jointly. These divisions of jurisdiction are identified as subheadings within the various rule book sections.

**Section 4.** Except as provided in Section 5, international aeromodeling activity, including FAI matters, shall be coordinated under the supervision of the President, or his appointed delegate(s). Actions taken by the President or his appointed delegate(s) may be changed by  $2/3$  vote of the Executive Council. Additionally, the President or his appointed delegate(s) shall represent the United States at international model activities when necessary.

**Section 5.** The President or his designee shall be the FAI–CIAM delegate.

**Section 6.** The Executive Council shall retain power over Contest Board actions and procedures which may create unforeseen legal or conflicting policy questions for the AMA.

### **ARTICLE XIII**

#### **Official Publication**

There shall be one or more official publications of the AMA to be published regularly as directed by the Executive Council. The role of these publications shall generally be to serve as a vehicle to accomplish the purposes of the AMA. They may offer information of general interest to the AMA membership and shall be among the means by which official information is distributed to the membership. The official AMA publications shall be prepared and distributed under the supervision of the Executive Director. The number and nature of official publications shall be determined by the Executive Council. The Council shall also decide whether any such publication shall be provided as a direct benefit of membership (automatically, via dues payment) or supplementary (at extra charge).

### **ARTICLE XIV**

#### **Order of Business**

The order of business for each Executive Council meeting shall be determined by the President in consultation with the Executive Director. The President shall be the Chairperson of the meeting. The rules governing the conduct of all such meetings shall be determined by the Executive Council.

### **ARTICLE XV**

#### **Amendments**

Recommendations for Bylaws changes may be proposed in writing by any member of the Executive Council, any member of the Bylaws Committee, or any 20 members of the Academy. The Executive Council shall direct proposed amendments to the Bylaws Committee for recommendations prior to deliberation by the Executive Council. If the recommended amendment(s) are accepted by a majority vote of the Executive Council, the amendment(s) must be ratified before adoption by mail, fax, or electronic/email ballots sent to Leader Members. An affirmative vote of  $2/3$  of the Leader Members responding within 45 days of issuance of ballot shall adopt the amendment(s).

## **STANDING RULES TO THE BYLAWS OF THE ACADEMY OF MODEL AERONAUTICS**

*Relating to Article X, Section 2*

At the first meeting of each year, each Vice President will recommend a qualified replacement in case of the Vice President's incapacity or death.

### **GUIDELINES FOR NOMINATING COMMITTEE OPERATIONS**

*Relating to Article IX*

#### **Composition of Committee:**

- (a) All eleven Vice Presidents and the Executive Vice President are to sit on the Nominating Committee and will constitute the Committee in total. (Legal counsel may attend **and should be consulted if a nomination is to be withheld from the ballot.**)
- (b) Members of the Nominating Committee shall not be barred from becoming a candidate for office themselves.
- (c) Vice Presidents who are unable to attend the Nominating Committee meeting may appoint a proxy to vote for his/her district. Qualifications for being a proxy: you must have written permission (email and faxes are acceptable) from the absent Vice President and be a current Associate Vice President or Leader Member from that district. Executive Vice President who is unable to attend the Nominating Committee meeting may appoint a proxy. His/her proxy can be a current Adult member from any district, preferably a current Leader Member of the Academy.
- (d) The President and Executive Director are not to be a member of this committee and are not to appoint an ex officio or proxy.
- (e) The Committee meeting is open only to committee members (proxy included) and legal counsel.

#### **Chairperson Selection and Responsibilities:**

- (a) The chairperson shall be elected at an Executive Council meeting prior to the Nominating Committee meeting.
- (b) The chairperson shall be ratified by the President at that meeting.
- (c) The chairperson of the Nominating Committee will verify that all candidate proposals, acceptance statements, and resumes have been received within the time frame described in Candidate Guidelines. This should be done by the chairperson at least 20 days prior to convening of the committee meeting. Prior to this time AMA Headquarters will verify information as it is received and notify the chairperson of any potential problems. If any of these items are missing it is the responsibility of the committee chairperson to contact the candidate, informing him/her of the missing documents and the deadline by which this information should be received. **Chairperson should contact candidate by mail, email, or telephone. Accurate record of times the candidate(s) have been contacted should be kept, if by mail it should be done certified, return receipt.** It will then be the responsibility of the candidate to supply the missing information. All documents must be present at the Nominating Committee meeting.
- (d) At the discretion of the chairperson, legal counsel may be required to attend.
- (e) The chairperson is responsible for providing copies of all documentation to the rest of the committee at the beginning of the meeting.
- (f) The committee shall examine, evaluate, and discuss all written proposals for candidacy of office (see item c, Candidate Guidelines). The nomination letters shall be placed in evidence by the chairperson and at least one of the letters for each candidate shall be read aloud.
- (g) The discussion period shall be limited by the chairperson to reasonable time for ample discussion of the qualifications of each candidate.

#### **Meeting Conduct:**

- (a) The chairperson shall open the meeting and preside over the proceedings.
- (b) The chairperson shall appoint a recording secretary and a teller. The teller shall not be a candidate for office.

- (c) If an incumbent has been properly nominated and has accepted the nomination, he/she may elect to remain or leave the room during the discussion and/or voting for his/her office.
- (d) Ballot is limited to three (3) nominees, but not required, per office.

**Recording Secretary and Teller—duties and responsibilities:**

Recording Secretary shall:

- (a) Keep full, accurate, and detailed written minutes of the proceedings;
- (b) Within 24 hours after adjournment, give a full, written report including the results of all voting procedures to the President, Executive Vice President, Executive Director, and the meeting Chairperson.

**Teller Responsibility:**

- (a) Shall distribute, collect, and tabulate all ballots with the assistance of the Recording Secretary.

**Voting:**

- (a) If only three names are submitted for a district or national office, the chairperson may move for a nomination by acclamation.
- (b) If placing an incumbent's name on the ballot is in question, voting on that issue shall precede voting for other nominees (see c, Candidate Guidelines).
- (c) Voting for placing candidate(s) on the ballot shall follow the sequence of President, Executive Vice President, Vice President.
- (d) One vote per committee member or proxy, per candidate.
- (e) A simple majority prevails (see c, Candidate Guidelines for exception).

**Finalization of Proceedings:**

- (a) At the conclusion of the meeting the committee will verify the minutes and ballot. Such verification will be a recorded vote which requires  $\frac{3}{4}$  of the committee for acceptance. Failing such acceptance, the committee will continue to deliberate until such acceptance is reached. The ballot developed will be final for that election. The acceptance vote will be recorded during the ensuing Council meeting.
- (b) The chairperson will present the written report/voting record of the Nominating Committee meeting to the Executive Council at the first meeting that occurs after the Nominating Committee meeting.
- (c) No person elected to and serving as an active member of the Executive Council shall be paid for any regular column or article in *Model Aviation* magazine. Exception may be made for such articles as the coverage of special events provided prior arrangement was made for said article. Articles and columns printed in the "AMA News" section are not paid contributions. No paid columns may be submitted after the individual has been placed on the ballot.

**After the minutes have been presented to the Executive Council, all notes, minutes and files shall be turned over to the Executive Director.**

**Adjournment:**

An affirmative vote of an adjournment motion duly made and seconded will adjourn the meeting.

**Candidate Guidelines:**

All correspondence must be submitted electronically to AMA HQ Muncie, IN. Failure to meet all requirements, will disqualify said nominee.

- (a) No person may nominate himself/herself for office.
- (b) No person shall simultaneously hold two positions on the Executive Council. In the event a person holding an office is elected or selected to a second position on the Executive Council, that person must choose which of the two positions he/she will continue, such decision to be made within 48 hours of the announcement of the selection, or else the person so affected will be deemed to have selected to remain in the first office held.
- (c) Incumbent is automatically placed on the ballot, provided that he/she has been properly nominated and accepted, except that a  $\frac{3}{4}$  vote against may withhold the incumbent's name from the ballot (see Bylaws, Article IX, Section 2).
- (d) All nomination must be received at AMA Headquarters thirty (30) days prior to the convening of the Nominating Committee's annual meeting. All information must be submitted by electronic means.
- (e) Candidate must be a legal resident of the district in which the election is being held; this does not apply to the office of President or Executive Vice President.
- (f) Candidate must be a current AMA member with Leader Member status (other qualifications apply to the office of President and Executive Vice President, Article IX, section 3).
- (g) No person elected to and serving as an active member of the Executive Council shall be paid for any regular column or article in *Model Aviation* magazine. Exception may be made for such articles as the coverage of special events provided prior arrangement was made for said article. Articles and columns printed in the "AMA News" section are not paid contributions. No paid columns may be submitted after the individual has been placed on the ballot.

#### **Candidate Acceptance:**

All correspondence must be submitted electronically to AMA HQ Muncie, IN. Failure to meet all requirements, will disqualify said nominee.

- (a) A letter of acceptance by the candidate must be electronically submitted 15 days prior to the meeting.
- (b) Along with a résumé of professional qualifications and model aviation experience, résumé should include, but not be limited to, the below areas of consideration. Information must be received at AMA Headquarters 10 days prior to the Nominating Committee. Campaign statements will not be read by any person until it is determined who will be placed on the ballot.

1. Management experience.
2. Financial background.
3. Insurance employment and/or expertise.
4. Legal background.
5. Technical background, including areas of aeronautics, electronics (especially in radio frequency propagation and usage), acoustics (as related to noise studies and analysis), and other areas of engineering.
6. Aeromodeling background must be noted. The individual will be required, if elected to national office, to deal with questions related to all areas of aeromodeling and should have a broad-based background.

#### **Campaign Communication**

For the purpose of equitable access to the membership and monitoring of publications the following guidelines will be used.

- (a) Campaign statements published in *Model Aviation* remain as currently defined and at the option of the candidate, is to include one current head shot photo of the candidate.
- (b) In addition to being in *Model Aviation*, campaign statements will be included with official AMA mailed ballots.

(c) Each candidate is allowed one AMA-financed campaign email push, which will occur simultaneously for each race. It will consist of a maximum of 750 words (a URL will be considered one word) and one current head-shot photo if desired. The content of the email push is due to the AMA HQ 10 days after the nominating committee has determined the ballot. The content of the email must be sent electronically so that it may be cut and pasted by staff to eliminate error. The email will be sent 20 days after the nominating committee has set the ballot.

(d) The campaign ballot will list all candidates in alphabetical order, by last name.

(e) Electioneering, the practice of working actively to secure votes for a candidate in an election directly or through innuendo is prohibited by elected officers, employees of the AMA, or volunteers in the following manners; All AMA's publications including but not limited to, the AMA's magazines (all political ads can be purchased at the discounted club rate), AMA communication channels (AMA Today, etc.). The AMA's websites and district websites will not be used for electioneering. All AMA membership information including but not limited to, mailing lists produced by the AMA, or any official membership information will not be used for electioneering.

### **Campaign Etiquette**

(a) Campaign banners (one per candidate) can be placed on AMA property, next to the flying site access road, not more than 250 yards south of Headquarters. Printed material, cards, and flyers can be distributed on-site by candidates or their supporters.

(b) AMA staff will follow a policy of neutrality in all campaigns.

(c) AMA funds will not be used for campaigning to include purchasing of any printed material, digital, or electronic media.

(d) Proprietary AMA information, including all strategic information and knowledge will not be used in campaigning. It is expected that all candidates will campaign on their attributes and ideas. Evidence of negative campaigning, or improper use of AMA assets and funds, will be brought before a Campaign Election Review Commission appointed by the Executive Council. Disciplinary action could include a candidate's disqualification.

It is expected that all candidates will campaign on their attributes and ideas. Evidence of negative campaigning or improper use of AMA assets and funds, will be brought before a Campaign Election Review Commission appointed by the Executive Council. Disciplinary action could include a candidate's disqualification.

## **EXECUTIVE VICE PRESIDENT**

*Relating to Article X*

**Title:** Executive Vice President

**Class:**

- An AMA Executive Officer ranking immediately below the President and a voting member of the Executive Council.
- Voluntary position with AMA budget for travel and business expenses.
- Elected by mail ballot of Leader and Adult members to a three-year term.\*
- Reports directly to and receives direction from the AMA President and Executive Council.

*\*Park Pilot members do not have voting rights.*

**Summary:**

- Primary responsibilities include working closely with the President, Executive Council and Executive Director to support the mission and vision of the AMA.
- Shall assume the duties of the AMA President upon the death, incapacity, inactivity, resignation, impeachment or removal of the AMA President.

- May assume some of the ceremonial duties of the AMA President, such as attending functions and events when the President is unable to attend.

**Responsibility:**

- Responsible for working with the President, Executive Council and the Executive Director to identify strategic issues and goals; and develop plans and methods to achieve goals and objectives.
- Assist in coordinating programs, events, projects and activities to ensure timely, proper, and efficient completion.
- Monitor and evaluate programs and advise when it is necessary to deviate and update programs and plans to reflect a new direction.

**Essential Functions:**

- Attend and participate in Executive Council meetings.
- Conduct Executive Council meetings in the President's absence.
- Develop productive relationships with AMA staff and department heads.
- Develop positive relationships with external organizations that impact on the AMA.
- Work toward providing additional value, services, and satisfaction for AMA members and clubs.
- Serve on or chair any AMA committees as assigned.
- Perform other duties and responsibilities as assigned by the President or Executive Council.

**Credentials and Experience:**

As per Article IX "Nominations and Elections" Sections 1-6:

- To be eligible to discharge the duties of AMA Executive Vice President, the nominee must be a Leader Member of the AMA, and must previously have served as a member of the Executive Council or as Associate Vice President or as a Contest Board member for at least one year.

## **AMA's CHIEF FINANCIAL OFFICER/TREASURER**

*Relating to Article X*

**Title:** Chief Financial Officer (CFO)/Treasurer

**Class:**

- An AMA Executive Officer and non-voting member of the Executive Council.
- Voluntary position with AMA budget for travel and business expenses.
- Appointed by the Executive Council to a three-year term. Reports directly to and receives direction from the AMA President and Executive Council.

**Summary:**

- Primary responsibilities include developing and structuring financial plans for the organization.
- Maintaining contact with brokers, investment bankers, and trust department officials regarding AMA stock investments.

**Responsibility:**

- Responsible for overseeing financial statements and budgets updated and accurate.
- Keeping in close contact with banking officials regarding loan requests, negotiating of interest rates, and general banking services.
- Monitoring and dealing with AMA's stock market investments, and dealing with all relevant individuals associated with AMA's investments.
- Verifying and handling all tax-related matters associated with non-profit organizations.

- Providing annual fiscal reports to the membership, periodic fiscal reports (not less than quarterly) to the Executive Council and oversight on the AMA Comptroller.

**Essential Functions:**

- Attendance and participation in Executive Council Meetings.
- Supervise budget preparation and financial planning for the organization.
- Structure loan requests, negotiate interest rates, and manage other applicable bank services.
- Anticipate cash shortfalls and have plans in place to cover those needs if they occur.
- Work with stockbrokers, investment bankers, and trust department officials on a regular basis regarding AMA's stock investments.
- Be well versed and able to evaluate all tax related matters and codes for nonprofit organizations, including direct involvement in auditor selection.
- Perform other duties and responsibilities as assigned.

**Credentials and Experience:**

- Bachelor's Degree in Management, Finance, or equivalent required.
- Minimum 5 years work experience in a management, financial, or equivalent field.
- Investment experience preferred.

## **ASSOCIATE VICE PRESIDENTS**

*Relating to Article X*

### **1. APPOINTMENT OF ASSOCIATE VICE PRESIDENTS**

**A.** In accordance with the Bylaws of the Academy, as revised 1 May 1989, each District Vice President shall appoint as many Associate Vice Presidents as authorized by Executive Council action. The number of Associate Vice Presidents will vary with District geographic area and member population.

**B.** The Associate Vice President shall be appointed, at the discretion of the District Vice President, in a manner that will best serve the needs of the District. This can be by geographic area or by assignment of a specific group of charter clubs within a district. Each Associate Vice President should be made aware of his/her area of responsibility.

**C.** Until such time as it becomes possible to fund for Associate Vice President travel within his/her area the relative size of the area should be kept as small as feasible. Excessive travel requirements of volunteers should be minimized.

**D.** Associate Vice Presidents may be removed at the discretion of the District Vice President. This could be for non-performance in the area of recommended duties or other causes for lack of confidence in associations with members or the Vice President.

### **Duties and Responsibilities Guidance for Associate Vice Presidents Purpose**

To best serve its members, clubs and programs, the Academy of Model Aeronautics (AMA) has developed duties and responsibilities for its Vice Presidents (VPs) and Associative Vice Presidents (AVPs). This document outlines AVP objectives and responsibilities, for AVPs working under the direction of their respective Vice President.

### **Application**

While each AMA district is geographically, and by necessity, operationally different and each may require unique management, the duties of an AVP are universally applicable, as recommended by the District Vice President.

### **Role of the AMA Associate Vice President (AVP)**

Associate Vice Presidents are appointed to their position by the Vice President in their respective districts. AVPs do not serve for a specific term or time frame, but at the pleasure of their Vice President. As described in the AMA bylaws and Standing Rules, each Vice President has the sole authority to make changes in AVP positions as deemed necessary for the benefit of their District and the Academy.

*“The Associate Vice President will serve as a liaison between the members of the district and the District Vice President. He may attend functions on behalf of the Vice President and perform other duties as required within his specific area.” A Vice President may designate an Associate Vice President from his district to represent his district at Council meetings with all rights and privileges except the right to vote.”*

With specifically limited authority, a designated AVP may act in the Vice President’s absence. The AVP Provides a communication link between the VP and Leader Members. The AVP also represents AMA at club meetings and events, and acts to facilitate communication between all AMA members, clubs, hobby shops, civic organizations, and the community at large, thus providing a positive impact on model aviation.

### **Associate Vice President, Recommended National AMA Duties**

**1.** Become familiar with the *AMA Membership Manual*.

*AVP note:* Being knowledgeable about AMA’s structure, functions, and helps you provide better services and information to members and clubs. This knowledge improves visibility into AMA and improves AVP credibility!

**2.** Become knowledgeable about all of AMA’s web sites and know where to go to get information.

**a.** Learn to navigate AMA’s websites and how to download AMA Documents and Membership Manual, and AMA Programs such as Take off And Grow (TAG), Flying Site Improvement Grants, Disaster Grants, Carl Goldberg Award information, and Scholarship application.

**b.** Become familiar with the Model Aviation Library.

**c.** Become familiar with the AMA BLOGS.

**3.** Read AMA’s print publications and subscribe to all AMA digital communications.

**4.** When attending National or District AMA events or meetings, dress in AMA attire.

*AVP note:* Wearing AMA shirts and hats, and displaying your AMA provided name badge, makes it easy for others to recognize who you are and your position as an AVP. This communicates to clubs and members AMA’s participation in their events. It also provides consistency with your VP, other Council members, and AMA Staff.

**5.** Obtain preapproval for all expenses through your District Vice President and submit expense vouchers for reimbursement of any authorized funds. These vouchers must be submitted through the District Vice President.

### **Associate Vice President, Recommended District and Local Duties**

**1.** When asked by a Vice President, an AVP will represent the VP at specific meetings, events, award ceremonies.

*AVP note:* While AVPs are AMA officers, they have no authority to make any decision or take unilateral action on behalf of the Academy. Such authority is reserved for AMA Council Members elected by the membership.

**2.** Investigate and advise the Vice President regarding incidents or complaints from members, either as brought directly to the attention of the AVP or as delegated by the Vice President.

*AVP note:* In all cases, where incidents of formal complaints are addressed to an AVP, the AVP must advise the Vice President of the communication. It should be noted that the AVP does not have the authority to stop any club event or sanctioned event from taking place.

**3.** AVPs need to become familiar with their District website and learn how to navigate, and download information and be able to show others how to do the same.

4. The Vice President will establish each AVP's specific duties and reporting requirements based upon the District's geography, demographics, club density, AVP territory and similar factors. Often the VP will assign a given territory, or a list of AMA Chartered Clubs for the AVP to work with.

*AVP note:* The AVP is responsible for becoming familiar with the clubs, officers, and influential people within your area, and the social and political nature of each club. It is important that AMA knows which Chartered Clubs are friendly to new members, and those clubs that are active in their communities and perform charity work.

5. Get to know the Leader Members in your region, and provide information on qualifications and applications. Encourage each Club to have at least one active Leader Member.

*AVP note:* Leader Members are the highest level of AMA Membership and AMA wants to engage LM's to perform liaison with our clubs. As AVPs cannot attend every club meeting or function, LM's can provide monthly AMA updates to clubs and members. Leader members are essential for effective communication, particularly in geographically large districts.

6. If assigned clubs by your District VP, visit and interact with each club you're assigned for the purposes of:

- a. Serve as a liaison between the Vice President and the members within the District.
- b. Advise clubs on active AMA programs including but not limited to contests, grants, youth training camps, scholarships, awards, leader clubs and election opportunities.
- c. Assist clubs with flying site issues with advice and referral to AMA flying site officials.

7. Seek and support activities that advance the image and growth of model aviation.

8. If requested by your Vice President, provide at least one annual column report and photographs of newsworthy club events and members news. Clubs and members really look forward to seeing their activities in print.

The Academy of Model Aeronautics, all Officers, and your fellow members thank you for volunteering your time and effort to further the goals and needs of the Academy. Please feel free to contact your Vice President at any time with questions or suggestions.

## **HANDLING COMPLAINTS WHICH MAY LEAD TO A HEARING**

*Relating to Article V*

### **Member Discipline:**

1. Pursuant to the authority of the Executive Council as set forth in Article V, Section 5 of the Bylaws, the Executive Council has the authority to provide for and to impose disciplinary action for any violation of any of the terms of the Articles of Incorporation, Bylaws, Rules of the AMA, or which is detrimental to the AMA or model aviation. The Executive Council therefore may, at its discretion, promulgate policies and procedures relating to discipline of members which do not justify expulsion from membership. The Executive Council has the authority to discipline members in accordance with such policies and procedures as duly adopted and ratified by the Executive Council. Said policies and procedures are independent of any Bylaw dealing with a member-to-member complaint or complaints regarding contest directors, which investigation and disciplinary procedures may also be subject to the Standing Rules.

2. A member complains to a member of the Executive Council or AMA Headquarters about actions of another member. Most complaints can be resolved at this stage. All efforts should be resolved at this level via telephone or email.

3. If the complaint is serious, or cannot be resolved by normal methods, the elected officer will consult with the Executive Director—or vice versa if the complaint was made to AMA Headquarters.

4. The Executive Director, the President, and the elected officer will evaluate the complaint and decide whether or not to send a form "Statement of Charges" to the complainant.
5. If a Statement of Charges is sent to the complainant, returned fully completed and executed, then the Executive Director will consult with the AMA President, the District Vice President, and legal counsel about the sufficiency of the Statement of Charges.
6. If the Statement of Charges is deemed sufficient an elected officer will be asked to support sending the notice of hearing by signing a simple statement that he or she supports the action. The elected officer is not asked to prejudge the matter, only indicate that the matter is grave enough to warrant a proceeding.
7. If the Statement of Charges is not deemed sufficient, or if for some other reason there is a decision not to proceed, the complainant will be notified of the decision.
8. If the decision is made to proceed, a Notice of Hearing will be sent to the accused member and to the complainant.
9. The hearing will be conducted by the Executive Council in executive session.

### **COMPLAINTS REGARDING CDs**

Complaints regarding a Contest Director (CD) while acting in their official capacity as a representative of the Academy of Model Aeronautics should be made in writing to AMA Headquarters, who in turn will forward to the VP of the District where the complaint originated or where the infraction occurred.

The VP would review the written complaints and contact the complainant if additional information or clarification is required.

The VP would then contact the CD, explain the complaint and request a response in writing.

The VP will review the complaint and the CD's response, and take whatever course of action is appropriate to resolve the problem, whether it is a warning or a revocation of the CD license. If there is a reprimand given, it should be in writing. The CD may appeal any action taken by the VP, in writing, and request the matter be reviewed by the Executive Council. The Executive Council could uphold the action taken by the VP, overturn it, or refuse to hear it.

## **OFFICIAL PUBLICATION**

*Relating to Article XIII*

**Section 1.** Whenever, in the discretion of the Executive Director, any article, feature, report, or other writing submitted for publication in any official publication of the AMA is deemed to constitute, in whole or in part, a personal attack on any AMA officer or member, the Publications Committee shall have the authority to temporarily defer publication of such article, feature, report, or other writing and to refer the matter to the Executive Council for a determination as to whether publication should occur. Publication shall occur only upon an affirmative majority vote of the Executive Council. Any officer who is the author of, or the target of, the article, feature, report, or other writing submitted for publication at issue shall not be entitled to participate in the deliberations or vote as to whether publication should occur. The vote may be taken by mail or at a Council meeting at which a quorum is present.

## **LEADER MEMBERS**

*Relating to Article III*

### **Duties and Responsibilities Guidance for AMA Leader Members**

*Developed: September 9, 2013*

**Purpose:**

To best serve its members, clubs and programs, the Academy of Model Aeronautics (AMA) has developed recommended duties and responsibilities for its Leader Members (LM). This document outlines LM duties and responsibilities, for LMs working under the direction of their respective District Vice President (DVP) and/or Associate Vice President (AVP).

**Application:**

While each AMA club is operationally different, the duties of an LM are universally applicable.

**Role of the AMA Leader Member:**

The Leader member is identified as an individual having an above average interest in the AMA and his/her club, with the desire to assist the Academy in furthering its mission and goals.

1. Leader Members are the highest level of AMA Membership.
2. **AMA Bylaws Changes:** There is a provision in the AMA Bylaws which states that only Leader Members have the right to vote on proposed bylaws changes.
3. Nominating procedures for national officers require that the nominee be a LM.
4. The Leader Member provides a vital communication link between the club and AVP and even VP. The LM is the local club AMA point of contact at club meetings and events, and acts to facilitate communication between all AMA members, clubs, hobby shops, civic organizations, and the community at large, providing a positive impact on model aviation.

**Leader Member Local Duties**

1. Get to know the VP and AVP in their region, and encourage each club to have at least one Leader Member.  
*LM note:* AMA wants to engage LMs to be the AMA liaison within AMA clubs. As AVPs cannot attend every club meeting or function. LMs should be prepared to provide monthly AMA updates to clubs and members. Leader Members are essential for effective personal communication, particularly in geographically large districts.
  - a. Serve as a liaison between the Vice President and AVP with club members.
  - b. Advise their club on active AMA programs including but not limited to increasing membership, contests, grants, youth training camps, scholarships, awards, leader clubs and election opportunities.
  - c. Assist clubs with flying site issues with advice and referral to AMA flying site officials.
  - d. Be a mentor to new AMA members and provide them with AMA informational material so that the new member is aware of all AMA membership benefits and opportunities.
2. The Vice President, through the AVP, may establish LM's specific duties and reporting requirements.  
*LM note:* The LM should become familiar with their club(s), officers, and significant people within their area. It is important that AMA knows which Chartered Clubs are friendly to new members, and those clubs that are active in their communities and perform charity work.
3. The Leader Member must be active in their club's activities:
  - a. Attends club meetings and functions.
4. Become familiar with the AMA Membership Manual.  
*LM note:* Being knowledgeable about AMA's structure and functions helps the LM provide better services and information to members and clubs. This knowledge improves your understanding of the Academy and improves LM credibility!

5. Become knowledgeable of AMA's websites and know where to go to get information.
  - a. Learn to navigate AMA's websites and how to download AMA Documents and Membership Manual, and AMA Programs Take off And Grow "TAG," Flying Site Improvement Grants, Disaster Grants, Carl Goldberg Award information, and Scholarship application.
  - b. Become familiar with the Model Aviation Library and how to access prior issues.
  - c. Become familiar with the AMA BLOGS.
6. Read AMA's print publications and subscribe to all free AMA digital communications.
7. LMs need to become familiar with their District website and learn how to navigate and download information and be able to show others how to do the same.
8. Seek and support activities that advance the image and growth of model aviation.
9. Provide your AVP with information and photographs of newsworthy club events and members news. Clubs and members really look forward to seeing their activities in print.

## **CHARTERED CLUB OFFICERS**

*Relating to Article III*

The Academy of Model Aeronautics, all Officers and your fellow members thank you for volunteering your time and effort to further the goals and needs of the Academy. Please feel free to contact your Vice President and/or AVP at any time with questions or suggestions.

Club Officers who are designated on the AMA Club Charter form application, or any proper amendment thereto, are provided primary insurance coverage under the AMA General Liability Policy while performing their duties as Club Officers for their AMA Charter Club.

## **NATIONAL AEROMODELING CHAMPIONSHIPS**

*Relating to Article II*

### **Purpose and Organization**

Resolved, that the National Aeromodeling Championships (Nats) shall be identified by a AAAAA contest classification. Only one such competition may be held in a given year. The Executive Council shall be the sole determining authority, relative to whether the competition is to be held, the dates for its operation, and the location. The Nats operations shall be coordinated by AMA Headquarters. While the Academy is recognized as the primary contest sponsor, other entities and organizations may be recognized for co-sponsorship based on financial or other forms of association.

## **AWARDS**

*Relating to Article II*

**Fellowship:** The title of Fellow will be conferred by the AMA upon individuals who, in the opinion of the Executive Council, have performed exceptionally meritorious service for model aeronautics. Fellows shall thereafter have free membership privileges for life.

**Distinguished Service:** This is AMA's second highest individual award given in recognition of contributions, long time service and efforts serving as a volunteer for the Academy.

**Superior Service Award:** A nationally recognized and heralded award for long service of a superior nature.

**District Service Award:** This award was created to provide a way for a District Vice President to honor an individual for service within his or her district.

**Award of Merit:** This award was created to provide a way for a District Vice President to honor a chartered club within his or her district.

**Award of Excellence:** Highest club award.

**President's Award:** The President can use this award to honor or acknowledge, express recognition or thanks for service, or grants, gifts, and/or the like to individuals, organizations or institutions.

**Exemplary Service Award:** This award is used to honor Executive Council members for up to three years of service.

**Legion of Honor:** This award may be used by the Executive Vice President to thank individuals, clubs, organization, companies and the like, for monetary contributions to AMA. This includes pledges, endowments, gifts and acknowledgements financial in nature.

**AMA Hall of Fame:** This award was established in 1969 to honor those men and women who have made significant contributions to the hobby/sport of aeromodeling. These contributions may be in the fields of volunteer or administrative activities, product development, competition performance, or a variety or combination of activities. Those individuals so enrolled shall thereafter have free membership privileges for life. A committee consisting of past and present AMA presidents and one individual selected from each of the 11 districts by its respective vice president comprise the selection committee.

**Outstanding Team Service Award:** This award was created in recognition and appreciation of two individuals who, as a team, have given of themselves to the Academy in a consistent and untiring manner for many years, providing an unmatched example of volunteerism.

**Carl and Beth Goldberg Vital People Award:** This award was created to honor AMA members who go above and beyond normal levels in supporting our clubs and model aviation in general, as unsung workers. A total of five (5) awards may be given each year, limited to one per district.

**Additional or Multiple Awards:** The AMA Executive Council, its members or AMA Headquarters, are empowered to create additional awards for various situations not covered in this listing. Individuals, groups or organizations may receive multiple awards under certain conditions.

**Article III of the Bylaws** of the Academy of Model Aeronautics provides for AMA membership categories of Adult Member, Youth Member, and Special Member. The following provides specific membership descriptions. Please consult the AMA Membership Application for current dues schedules.

## MEMBERSHIP CATEGORIES

### *Relating to Article III*

**A. Adult Membership:** The category that most adult members qualify for. Adult Membership provides all rights and privileges as authorized by the Academy. These include liability and accident/medical insurance and competitive privileges, AMA publications, and the right to vote in national and district elections.

**B. Youth Membership:** Free membership to those who are less than age 19 as of July 1. This includes liability and accident/medical insurance and competition privileges. For competition purposes, Youth will be categorized as Junior (under 15 by July 1) or Senior (those age 15 by July 1 but not age 19). This membership category does not include voting privileges or AMA publications. Publications can be purchased separately.

**C. Special Membership:** Those members belonging to classifications identified and developed by the Executive Council for special conditions and/or recognition as named and described in the following. These may include classifications with restricted benefits, temporary memberships used in connection with special and/or provisional programs, nontypical dues rates structures, contribution to model aviation by individuals, organizations, or members of other organizations that desire to affiliate with the AMA in accordance with written agreements. These members shall be entitled to privileges and benefits as determined by the AMA Executive Council.

**1. Leader Member:** The Leader Member is an Adult Member and is the most important of membership categories in terms of the operation of the Academy. The Leader Member is identified as an individual demonstrating an above average interest in the Academy and its functions. There is a provision in the AMA Bylaws that authorizes only Leader Members to have the right to vote on AMA Bylaws changes. Nominating procedures for national officers also require that a nominee be a Leader Member. This being so, it is necessary that a means be incorporated which will permit the proper implementation of a program to identify and record those qualified as Leader Members of the Academy. The procedures listed herein will be followed for award of this category.

(a) Application for Leader Member status can be made by any Adult Member using the appropriate form obtained from AMA Headquarters. The form will, in addition to the requirement of endorsements, have provisions for a résumé of qualifications.

(b) Provision should be made for awarding certain individuals Leader Membership as a result of service to model aviation. Examples are those individuals having performed extensive activities in the areas of research and other areas of scientific endeavor. This also applies to those individuals in the industry having made continuing contributions to the Academy and the members.

(c) Upon being approved as a Leader Member, individuals will receive a certificate printed on heavy stock and identified with the AMA gold embossed seal. The document will bear the signatures of the AMA President and the Executive Director.

(d) As the highest level of membership, the Leader Member's status will be noted on his or her membership card. Other activity categories may be listed as space provides.

**2. Life Member:** Those who have made a financial donation, or received the AMA Fellow Award, under criteria established by the Executive Council (see the AMA Membership Application). A Life Member shall be entitled to full Adult Membership privileges and benefits for life.

**3. Senior Member:** An Adult Member who turns age 65 by July 1 and requests a dues discount as established by the Executive Council. A Senior Member shall be entitled to full Adult Membership privileges and benefits.

**4. Extra Family Member:** Applies to one adult who resides in the same household as a current Adult Member and includes Adult Membership privileges with the exception of AMA's magazine publications.

**5. Park Pilot Member:** Membership offers a reduced dues structure, does not have voting rights, and cannot compete in AMA/FAI competition. This membership offers significantly reduced liability insurance and no fire, theft, or accident/medical insurance. Aircraft must not exceed 2 pounds, 60 mph, and may not be powered with an internal combustion engine. AMA's Park Pilot magazine is included in this membership category.

**6. Affiliate Member:** For non-US permanent residents. This membership only provides full liability insurance benefits and competition privileges while flying in the US.

**D. AMA Chartered Chapter:** Is an association of two or more AMA Chartered Clubs. The purpose of a Chapter is to bring together area or regional club representatives, Leader Members, and appointed Associate Vice President(s). An application for forming a Chartered Chapter can be found in document #910 in AMA's Documents.

#### **Chapter Function**

1. A Chapter brings club representatives and AMA's leaders together to discuss any/all club-related issues, competition and flying events, pertinent AMA issues, and need for cooperation and assistance.

2. The Chapter is a collaborative effort of clubs helping each other, providing unified support, and promoting model aviation within their respective communities.

3. The Chapter/AMA relationship promotes communication and the rapid flow of information between AMA and the Chapter's clubs and vice versa.

4. A Chapter can be the regional governing body where multiple clubs share a municipal flying site.

5. A Chapter can provide positive local political influence and be an educational resource.