

**BYLAWS OF
THE HEART OF TEXAS MINIATURE AIRCRAFT CLUB, INC.**

Preamble

The Heart of Texas Miniature Aircraft Club, Inc. is organized for the purpose of promoting interest, enthusiasm and sportsmanship in the building and safe flying of miniature radio-controlled aircraft.

Definitions and Abbreviations

“HOTMAC” refers to the Heart of Texas Miniature Aircraft Club, Inc.

“AMA” refers to the Academy of Model Aeronautics

“Board” refers to the Board of Directors of HOTMAC

“RC” refers to Radio Control

“Discretionary Fund” refers to all funds of HOTMAC available for any use in any form as determined by the Board of Directors or membership.

Article I

NAME

The name of this club shall be the “Heart of Texas Miniature Aircraft Club, Inc.”

This organization is chartered as a non-profit organization by the State of Texas, Charter Number 01116344-01.

Academy of Model Aeronautics, Inc. Charter Club # 613

The club shall be known as “HOTMAC”

Article II

PURPOSE

1. The purpose of HOTMAC is as follows:
 - a. To bring together those people who are interested in and dedicated to the art of constructing and flying RC Model Aircraft.
 - b. To promote safety in flying of model aircraft.
 - c. To promote and supervise sport and contest flying and to judge the outcome of any flying competition in accordance with rules and regulations as adopted by members and AMA.
 - d. To promote public service and tourism in the Waco area.
2. HOTMAC is a non-profit organization and tax exempt under Internal Revenue Code Section 501. All funds received from dues, fees, and other activities shall be used for the benefit of the club and its members in fulfilling the club’s purpose.

Article III

MEMBERSHIP

1. Only persons of good moral character shall be eligible for membership.
2. An applicant for membership must receive a majority vote of the Full members in attendance at the first regular or special called meeting of the club membership in order to gain admission.
3. Each applicant for membership must be a member in good standing of AMA or must have applied for membership in AMA. Applicants for membership awaiting acceptance by AMA may be approved for HOTMAC contingent upon approval by AMA. Any HOTMAC member who ceases to be eligible for AMA liability insurance coverage is immediately and automatically suspended from the right to use the club flying field and to participate as a pilot in HOTMAC sponsored, or sanctioned events, and must immediately notify the President of HOTMAC.
4. Each member of HOTMAC shall strive at all times to promote the interest and purpose of the HOTMAC club and shall conduct himself/herself on the flying field in a manner that reflects the true sportsmanship and enthusiasm of the club. Members shall be considerate of the safety of other members, their planes and equipment.
5. All members shall be bound by the rules adopted from time to time by the membership including rules set out in the HOTMAC manual regarding field conduct and safety, frequency use and control and other matters. Persistent violation of any HOTMAC rules shall be cause for immediate suspension of membership privileges by the Board, subject to membership review at the next meeting of the membership.
6. No person shall be given flying instruction until he/she has become a member of AMA and HOTMAC as required in these By-Laws.
7. The following memberships are available:
 - a. Full Membership

Unless an applicant qualifies and applies for a membership type set out hereafter, each applicant will be considered for Full membership, which requires that all fees and dues be paid, without exception. Only Full membership of HOTMAC has voting privileges. All officers, directors, or candidates for office or directorship must be Full members.
 - b. Associate Membership:

Applicants who live a substantial distance from Waco, and who will only occasionally fly at the club field or attend meetings, shall be eligible for Associate membership. Associate membership annual dues will be \$40.00. Associate members are entitled to all benefits of club membership except the right to vote. Full-time students are eligible for Associate membership only as long as they are full time students. Once Associate student members cease to be full time students, they must apply for Full membership or Associate membership as provided for in the Bylaws. Qualification for Associate membership will be determined on case-by-case basis by the Board of Directors. Associate membership is also subject to review by the Board, which may determine that an Associate member no longer qualifies for Associate membership in which event he/she

must request Full membership and, upon approval, pay the Full membership fee. (See Article IV l.a.)

c. Junior Membership

Junior Membership will be free to children and youth under the age of 19 years as of July 1 of each calendar year. When a Junior member has reached 19 years of age as of July 1, the appropriate dues will become due and payable for the applicable Full or Associate membership category.

Article IV

DUES AND FEES

1. The dues for HOTMAC members are as follows:
 - a. Annual dues for Full member are \$96.00, and are due and payable on or before December 31 of the preceding year. Failure to timely pay dues shall result in the removal of member from the club's roster. Annual dues and fees may be subject to change by the membership of HOTMAC upon recommendation of such change by the Board. HOTMAC dues and fees may be paid to the club Treasurer or to one of the Officers or Board of Directors. Dues for new members joining after January will be prorated to the number of months remaining in the club year, including the month during which the member application is approved. New member applications approved after October 31 and paying the Full Membership dues will be considered as paying the full dues for the remainder of the current year and the dues for the following year.

Article V

FINANCES

Assessments:

1. Any assessments contemplated by the Board shall be presented to the HOTMAC membership at a regular meeting or at a special meeting called for this purpose.
2. No assessment may be levied by HOTMAC unless all members have been notified of the proposed assessment prior to the vote on assessment.
3. A two thirds majority of the voting members in attendance is required to approve an assessment.

Income

1. All remaining funds after expenditures from any event shall be deposited in the HOTMAC discretionary fund.
2. Any disbursement of club funds, other than for direct expenses of the project through which the funds are raised, and except as provided for in (3) below, or disposal of HOTMAC property must be approved by a two-thirds majority of the voting members in attendance at a regular or a special called meeting.
3. Discretionary fund: The President and a majority of the Board of Directors may approve the disbursement up to \$1000.00 in a 30 day period of HOTMAC funds.

4. All purchased or donated items become the property of HOTMAC.

Article VI
OFFICERS

The officers of this club shall consist of the following:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. *Safety Officer
- F. * Field Marshall

*Appointed by the President

Duties of the Officers

1. President: It shall be the duty of the President to preside at all regular or special called meetings of the membership or the Board. The President shall set the agenda and keep order and decorum at all times during meetings. The President shall rule on any question as it its propriety, including questions of order or interpretation of the By-Laws of HOTMAC. Should the President rule a question out of order, he/she will instruct the member as to the proper order of business to bring the question to the floor. The ruling on any question may be appealed by any member to the Vice President, and through him/her to the membership of HOTMAC, in which case the President shall turn the chair over to the Vice President for settlement of this particular question by a majority vote of the voting membership present. After the question has been settled by a vote of the membership, the Vice President shall return the chair to the President.
2. Vice President. It shall be the duty of the Vice President to assist the President in the duties of his/her office. The Vice President shall preside at all meetings of HOTMAC when the President is absent. The Vice President shall act as an advisor to the President and shall act in the capacity of the President when the President is incapable of performing his/hers duties. It shall also be the duty of the Vice President to secure and organize the programs for the monthly meetings. In the event the President shall be unable to fulfill his/hers duties as President, or shall resign or become permanently incapable of performing his/her duties, the Vice President shall assume the duties of President for the remainder of the year, subject to approval at the next meeting of the membership by the majority of the members present.
3. Secretary: Secretary shall record minutes of all meetings of HOTMAC and the Board.
4. Treasurer: The Treasurer shall collect all monies due and shall keep a record of monies disbursed by the club. The Treasurer shall obtain an itemized receipt for all HOTMAC funds expended, and must keep complete, timely and accurate ledgers of all transactions, which shall be available for review by all HOTMAC members at every regular meeting of the membership.

5. Safety Officer: Shall be responsible for chairing the Safety committee and ensuring existing rules are enforced. The safety committee shall be made up of three appointed members. The duties include processing the grievance forms and following the existing grievance procedure documented in the By-laws.
6. Field Marshall: The Field Marshall shall be responsible for establishing “mowing crews” and “mowing equipment maintenance crews”. He/she will be the one to call for work parties, and recommend tools to be used.

Election and Terms of Officers:

1. All candidates for any office must be members of HOTMAC, and of AMA and may not be an Associate, or Junior member.
2. All officers shall be elected to the term of one year, beginning January 1, and ending December 31. The term of officers filling an unexpired term shall end on December 31, as well. Nominations will be made for each office at the regular November meeting and election of officers will take place at the regular December meeting.
3. The Vice President shall be a candidate for President.
4. Nothing herein shall be construed to prohibit any officer from succeeding himself/herself.
5. If any officer with the exception of the President, shall resign or become unable to perform his/her duties, the President shall appoint another to fill the unexpired term of the officer from the membership of HOTMAC subject to the approval of a majority or the voting members present at the next regular membership meeting.

Article VII

MEMBERSHIP MEETINGS

1. The membership of HOTMAC will meet in regular meetings as designated by the Board, but no less than once every calendar quarter.
2. Special meetings may be called by the President or a majority of the Board with at least three (3) days notice to the membership, to consider any item of business deemed to require an immediate vote of the membership.

Rules of Order

1. Roberts Rules of Order shall govern parliamentary procedure at all membership and Board meetings.
2. All voting members shall have the authority to present motions from the floor at any regular meeting of the membership. If the President believes it necessary, he/she may refer any matter to the Board or to a committee for consideration and recommendations to the membership at the next regular membership meeting.
3. Members shall have their motions well-prepared and organized, preferable in writing, prior to presentation.

Bylaws Amendments

1. These Bylaws may be amended by a two-thirds majority of voting members present only if the membership is notified of a proposed amendment prior to the meeting at which the vote will take place.
2. All proposed amendments must be in writing and signed by the member or members proposing the amendment.
3. Any amendment offered from the floor in the form of an oral motion shall be tabled to allow the member proposing the amendment time to reduce the proposal to writing and to present it to the club membership.

Regular Order of Business

All meeting of the membership shall follow the following general order.

1. Call meeting to order
2. Minutes of previous meeting and Board meeting
3. Treasurer Report
4. Committee Reports
5. Old Business
6. New Business
7. Adjournment
8. Program

Article VIII

BOARD OF DIRECTORS

1. The management of the affairs of the club shall be vested in the Board of Directors who shall have the authority to establish and administer its policies. Official decisions may be made by a two-thirds (2/3) majority mail vote or by quorum at a Board of Director meeting. A quorum shall consist of a least 50% of the current board members. Official decisions shall be consistent with the stated purpose and objectives of the AMA as set forth in its By-laws and where those by-laws are not specified, bested in the sound discretion of the Board of Directors.
2. The Board of Directors shall consist of five (5) members including the President, who shall act as the chairman. Two (2) board members are elected each year for a term of two (2) years. Nothing herein shall be construed as prohibiting a board member from succeeding himself/herself. All candidates for Director must be members of HOTMAC, and may not be Associates, or Junior members. Members may nominate candidates for Director in the same manner and subject to the same rules as provided for the nomination of candidates for office.
3. No member of the Board shall have more individual authority then any other member of HOTMAC. A quorum of 50% of current board members is required for Board action. The President shall vote only in the event of a tie between the Directors present.

4. Directors shall formulate and offer to the membership for approval such matters as Bylaws amendments, activity proposals, expenditure, asset, disposal, and any other matters deemed appropriate by the Board, as may be desirable and necessary for the effective conduct of HOTMAC affairs.
5. The Board shall serve as custodian, auditor and manager of all HOTMAC assets and financial affairs.

Regular and Special Called Meetings.

1. The Board shall meet once a month at a time and date to be set by the President. Minutes of the meeting will be kept and published. At the Discretion of the President, the Board minutes will be distributed with the club newsletter will be read to the membership at the monthly membership meeting.
2. Special called meetings shall be held whenever deemed necessary and called by the President, or by a majority of the Board, with written notice of three (3) days.

Article IX

**Resignation, Termination, Disciplinary Action, Expulsion
and Reinstatement of Membership**

1. Any member in good standing may resign his/her membership by giving a written notice to the club.
2. If any member ceases to have the qualification necessary for membership in AMA his/her membership in the club shall thereby terminate, subject to reinstatement upon restoration of eligibility.
3. This section provides for enforcement of the Safety Rules that are related to flying activities. Any other unacceptable behavior by an individual member or members, as defined by the Board of Directors, become the responsibility of the Board of Directors as stated in Article VIII Board of Directors, Duties, Item 1 of these By-Laws. Any individual may be expelled from membership from the club by a two-third (2/3) majority vote of the Board of Directors, in the Board of Directors determination, such individual willfully commits any act of omission which is a violation of any of the terms of these Articles of Incorporation and By-laws, or Rules of the AMA, or which is detrimental to the Club, the AMA or model aviation.
4. Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Board of Directors.
5. The Board of Directors shall have the discretionary authority to provide for and to impose disciplinary action for such act or omissions, which do not justify expulsion from membership.

Article X

GRIEVANCE PROCEDURE

(Ground and Flight Safety Rules)

Purpose

1. The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed. Most complaints can be resolved informally. If a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Committee for its consideration by means of a Grievance form to be filled out and turned into the Safety Committee Chairman.

HOTMAC GRIEVANCE FORM

Date _____ Time _____

Name of Violation:

Signature _____ Witness _____

2. Safety Committee

The Safety Committee shall use its judgment in carrying out action on the following.

- a. A grievance form will be filled out and turned into the Safety Committee Chairman and least one witness is required.
- b. **FIRST VIOLATION**
 1. Viewpoints of both complainants and accused will be considered.
 2. Complainant's name will be disclosed
 3. A verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Committee Files.
- c. **SECOND VIOLATION**
 1. Complainant's name will be disclosed
 2. The accused has the right to a written rebuttal, to be reviewed by the Committee.
 3. If the Committee 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 newsletter.
- d. **THIRD VIOLATION**
 1. Committee will notify the accused in writing and the Club members via the Club newsletter that the Club will vote on the expulsion of the accused at the next meeting.

2. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors.)
 3. A member may be expelled from the Club only upon a two-thirds Majority vote of the membership present at the meeting.
 4. Voting will be by secret ballot at a regular monthly meeting.
 5. The expelled member may reapply for membership after the expiration of the expulsion time period.
 6. Any member receiving a Grievance who directs any retaliatory action 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 Board of Directors.
- e. The three actions will not be enforced unless they are accumulated within a two year period of time.

Article XI
DURATION

1. The duration of the Heart of Texas Miniature Aircraft Club, Inc. shall be Perpetual.

Article XII
DISSOLUTION

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