

Houston Sport Flyers Bylaws

Article I

Name, Location, Incorporation

- A. The name of this organization is West Mount Houston Sport Flyers and shall hereinafter be referred to and designated as HSF (Houston Sport Flyers).
- B. HSF is listed with Harris County Precinct One as a not-for-profit organization under Section 503(c)(3) of the IRS code.
- C. The official address location of HSF is 13939 Kuykendahl Road, Houston, Texas, 77090.

Article II

Purpose

Houston Sport Flyers was organized to help promote the sport of model aviation by providing safe and approved conditions for radio controlled aircraft, a family friendly environment promoting interaction amongst club members and the surrounding community, and a spot for fellow modelers of surrounding clubs to interact.

Article III

Membership

- A. General
 - a. HSF shall not be subject to a membership limit unless two-thirds (2/3) of the entire voting membership agrees that additional members will bring detriment to the club and degrade the ability to provide a safe and family friendly environment to promote model aviation.
- B. Qualifications
 - a. Membership application is open to any modeler who expresses an interest to join HSF regardless of age, sex, race, or religion.
 - b. HSF member applications must include proof of current/temporary AMA (Academy of Model Aeronautics) membership. AMA membership is mandatory by all HSF members and guests in order to utilize our flying field facility.
 - c. Prospective members must attend two monthly meetings. The first meeting provides opportunity for introductions and backgrounds while the second meeting votes for club approval or disapproval of the applicant. General membership of the second meeting shall require 100% approval for the prospective applicant.
- C. Annual Dues
 - a. Annual dues will run the calendar year starting with January and ending with December. Annual dues are set at \$120, amendable by the Executive Council, and are due on January 1st of the renewal year with a 30 grace period thereafter. Any member who has not renewed their membership before February 1st of the renewal year, will be

- considered expired and will have to reapply as a new member to join HSF before using the facility.
- b. Annual dues will be prorated on a monthly basis. Dues collected will begin at the time of application to the club.
 - c. A one-time registration fee of \$30 will incur to any modeler who is applying to HSF whether new application or expired membership. Normal yearly membership renewal is not subject to this fee.
 - d. Annual dues will include family memberships. Family memberships are intended to include the modeler, spouse, and children, all whom reside at the same address.
 - e. Annual dues and one-time registration fees are normally not refundable.
 - i. These fees may be refunded, at the sole discretion of the Executive Council in unanimous decision, after review of each case on an individual basis showing extenuating circumstances outside of the member's control.
- D. Resignation
- a. Any member in good standing may resign membership by giving written notice to a member of the Executive Committee. Failure to renew by February 1st will be considered an automatic resignation.
- E. Termination
- a. If any member ceases to have the qualifications necessary for membership in the AMA or in HSF, their membership shall terminate and will be subject to reinstatement upon the restoration of proper eligibility.
- F. Expulsion
- a. This section provides the enforcement of the Safety Rules that are related to flying activities or any other unacceptable behavior by an individual member or members. Any individual may be expelled from HSF membership by a two-thirds (2/3) majority vote of the general meeting membership, if in the Executive Officers' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Bylaws, the AMA Safety Code, or brings detriment to HSF or model aviation. Any current HSF members notified of possible expulsion are restricted from flying at HSF until the next monthly meeting where conduct and circumstances can be presented to the general membership. All expelled individuals are restricted from using HSF facilities at any time.
- G. Reinstatement
- a. Any member who is expelled from the membership may be reinstated by a minimum two-thirds (2/3) vote of the general membership of that meeting.

Article IV

Officers

- A. Executive Officers
- a. Executive Officers of HSF shall consist of the President, Vice-President, Secretary, and Treasurer.
 - i. These four positions shall make up the Executive Council (EC).
 - ii. Members must demonstrate between six months or one year minimum of active and involved membership to hold an executive officer position.
- B. Term of Office
- a. All members of the Executive Council are elected annually. There is no limit to the number of terms an officer of the Executive Council may serve.

C. Duties

a. President

- i. The President shall be the executive officer of the club and shall preside at all meetings. He or she shall be the spokesperson for the club and shall appoint standings and special committees as necessary including a chairperson for each committee formed. He or she will cast the deciding vote in any case where a tie vote is encountered.
- ii. The President will be responsible for the overall management of the club including the authority to execute financial transactions in the amount of \$500 or less per month. Transactions over \$500 will require two-thirds (2/3) approval of the attending general membership for that monthly meeting.
- iii. The President will be the primary contact between Harris County Precinct One, Houston Flood Control District, and will maintain responsibility for any public events.

b. Vice President

- i. The Vice President shall assist the president in all matters and shall assume the duties of the president if for any reason the president is not able to perform his or her duties. In the event of vacancy of the position of president, the vice president shall succeed to the office of president until the annual meeting in November and new officers can be nominated.
- ii. The Vice President shall oversee and be responsible for all maintenance items, including preventative and reoccurring, for all necessary equipment, including but not limited to, mowers and trimmers, used in maintaining the facility to an acceptable standard.

c. Secretary

- i. The Secretary shall keep accurate minutes of all regularly scheduled and called club meetings and record meeting attendance. He or she shall maintain an up-to-date membership record of all members including full names, permanent addresses, home and cell contact numbers, current email address, current club membership status, AMA number, and AMA membership status

d. Treasurer

- i. The Treasurer shall be in charge of all club funds and is authorized to pay any and all club financial obligations from these funds. He or she shall keep appropriate and accurate records of all monetary transactions and shall provide a treasurer's report at each scheduled club meeting. He or she shall collect all dues during the month of January for that calendar year. An annual financial statement shall be prepared at year's end for the membership record.

D. Appointed Officers

- a. Appointed officer positions include Committee Chairman, Safety Officers, Social Media officers, Grievance officers, Field/Facility officers, and any and all other positions as needed for proper club operations.
- b. Appointees are nominated by motion of the general membership and ratified by quorum of the Executive Council.

E. Vacancies

- a. In the event of an executive officer vacancy prior to the Annual Meeting, that vacancy will be filled by one of the remaining executive officers until the next monthly meeting.
- b. The first monthly meeting after the vacancy becomes known shall be a Special Meeting where that vacancy will be filled by special election.

- F. Officer Elect
 - a. In the event of a new officer elect during the annual meeting in November, the current officer shall make every effort to assist the officer elect in club operations, requirements, and obligations such that a smooth transition is acquired for the following calendar year.

Article V

Meetings

- A. Club meetings are held at the beginning of each calendar month at a date and time set forth and approved by club membership, either at the club facility located at 13939 Kuykendahl Road, Houston, TX, 77090, or other membership approved location.
- B. Special or Emergency meetings may be held at the request of any officer on the Executive Committee.
- C. The Annual Meeting will be held in December in place of the normal club meeting and time.
 - a. The purpose of the annual meeting is to elect members for Executive Officer positions.
 - b. The executive officer elects will assume duties starting January 1st of the following calendar year.

Article VI

Record Keeping

- A. All records shall be passed on when new Executive Officers are elected.
- B. Records of membership shall be kept by the Secretary.
- C. Records of all financial transactions shall be kept by the Treasurer including a year-end summary showing all income and all expenses.

Article VII

Committees

- A. Committees may be formed and dissolved by the Executive Council as needed due to club operations and events held at the field. There is no limit or minimum number of committees required.
- B. Each committee will consist of a chairman overseeing his or her operations.
 - a. Each committee chair will report to the President and/or Vice President of the club on a monthly basis.
- C. A committee chairman will be an appointed officer.

Article VIII

Nominations, Elections, and Recall

- A. Nominations
 - a. Nominations for officer positions will be conducted during the November meeting.
 - b. Nominations for officer positions can be from the floor or by mail.

- c. Candidates for the position of President and Vice President must have at least one year of membership completed with Houston Sport Flyers prior to being elected.
 - d. Candidates for the position of Secretary and Treasurer must have six months of membership with Houston Sport Flyers prior to being elected.
 - e. Waivers for the requirements set forth above in subsections (c) and (d) may be necessary. If no applicants meet the membership requirements for executive officer positions, a 2/3 vote of the November general meeting attendance is required to allow applicant nomination.
- B. Elections
- a. Elections for Executive Officer positions will be held during the Annual Meeting held in December of that year.
 - b. Effective date for Executive Officer positions will commence on January 1st following the Annual Meeting.
 - c. Election procedures for Executive Officer positions may be conducted by written ballot or simple voice vote (SVV).
 - i. Balloting requires writing the name of the nominee on a piece of paper.
 - ii. SVV procedures include affirmation by saying “Aye” and denial by saying “No.”
 - d. Majority vote of general meeting attendance confirms the elected positions.
- C. Recall of Officers
- a. Executive Officers may be recalled from their position for misconduct or dereliction of duty and must follow formalized disciplinary hearings.
 - b. If 2/3 of the entire general voting membership approves the recall, the position will become vacant and Article IV, subsection E will take precedence.

Article IX

Miscellaneous Provisions

- A. Robert’s Rules
- a. Robert’s Rules will be used as formal guidance for conduct of meetings concerning Houston Sport Flyers. Flexibility will be required to adapt Robert’s Rules to the Club’s specific situations.
- B. Fiscal Year
- a. Fiscal year for Houston Sport Flyers will be designated as January 1st through December 31st.
- C. Newsletter
- a. Every effort will be made to publish a monthly newsletter regarding all matters pertaining to Houston Sport Flyers. This newsletter may be in electronic form posted to our website or can be emailed to our membership.
- D. Club Logo
- a. The Houston Sport Flyers club logo has been established.
 - b. The logo may be changed after posting the new logo for a period not less than 30 days and will require a 2/3 vote of the general membership.
- E. Standing Rules
- a. These rules will remain in full effect for the duration of the club existence.
 - b. These rules may change or be altered according to the by-laws.
- F. Dissolution of the club
- a. The duration of the club shall be perpetual. The club may be dissolved with the approval of 2/3’s vote of the general membership.

- b. If the club is dissolved, any and all monetary funds remaining in the club account, shall be dispersed equally to all club members not benefitting one member over another.
 - c. Any club assets may be sold with proceeds distributed equally among all club members.
- G. Quorum
- a. A quorum will be achieved when at least 15 members of the general membership are present at a Regular or Special Meeting. An Executive Committee quorum is achieved with a minimum of three EC officers present for an executive vote.

Article X

Amendment of these Bylaws

- A. Proposed
- a. Any proposed changes of Bylaws shall be submitted to the general meeting membership for their review and input. When possible, any changes to the Bylaws, should be submitted to the general club membership as well.
- B. Approval
- a. Approval of proposed amendments of bylaws will require, at a minimum, a quorum and 2/3 of general meeting attendance to vote in favor of the change.
- C. Voting
- a. Club members will have full voting privileges once they are officially voted into the Club and shall retain said privileges as long as membership is current.

Article XI

Grievance Procedure (Flight and Safety Rules)

- A. General
- a. The grievance procedure provides a mechanism to enforce the existing safety rules by providing a progressive disciplinary system when needed. Although most complaints can 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. At least one witness is required to sign the Grievance form.
- B. Procedures
- a. The Safety Committee shall use its judgment in carrying out action on the following:
 - i. First Violation - Viewpoints of both complainants and accused will be considered. Complainant's name will be disclosed. A verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Club records.
 - ii. Second Violation – Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Club Safety Committee. If the Committee so decides, the flying privileges of the accused will be suspended for 30 days. Written notice of this shall be issued and a copy published in the Club newsletter.
 - iii. Third Violation – The Safety 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. Said expulsion will last for a period not less than one year. A member may be expelled by a 2/3 vote of general attending

membership for that meeting. The expelled member may reapply at the end of the expulsion period.

- iv. The three violation instances will not be enforced unless accumulated within a two-year period.
- v. Any member receiving a Grievance, who directs any retaliation 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 Club Officers.

Houston Sport Flyers Rules of Conduct and Flight

1. The consumption of alcoholic beverages is strictly prohibited by club members, their guests, and any visitors.
2. The entrance to the gate shall be closed and locked under normal circumstances.
3. All members will be issued the combination to the gate locks. Under no circumstances should the combination be given out.
4. All club members will be issued a badge of club membership, and shall be worn at all times while operating at the field. If the badge is lost, a replacement badge can be ordered through the Club Secretary free of charge. If a second replacement badge is required, a fee of \$20 will be charged.
5. Any HSF member in good standing may bring up to two guests per day to use our facility provided they have, and can prove, current AMA insurance coverage.
 - a. Guests may utilize HSF facilities no more than four times in a six-month period. Additional desire to fly at HSF after that period should result in application towards full membership.
 - b. Current club members sponsoring their guest shall inform them of all pertinent safety rules and field procedures.
6. The primary philosophy of all HSF members is good sportsmanship.
7. All members shall conduct themselves in an appropriate and cooperative manner. Any threats of violence or fighting shall not be tolerated and may lead to immediate and permanent expulsion from HSF and its facility.