

**MCAS MIRAMAR RADIO CONTROL FLYERS
NONPROFIT, MUTUAL BENEFIT CORPORATION**

ARTICLE 1. Purpose

1. The purpose of the Miramar Radio Control Flyers shall be:
 - a. Promote model building and flying as a recreational pastime.
 - b. Promote education and interest in all facets of aviation.
 - c. Provide, at no cost, aeronautical education in Basic Aerodynamics, Principles of Flight, Weight and Balance, Flight Controls as well as Basic Radio Control Theory to present and prospective club members.
 - d. Make flight and ground instruction as well as model building instruction available, at no cost, to Armed Forces Personnel, Dependents, and Department of Defense Employees.
 - e. Make flight and ground instruction as well as model building available, at no cost, to Junior ROTC students in the local area.
 - f. Support the Boy Scouts of America through education and instruction, at no cost, to qualify for the Aviation Merit Badges.
 - g. Support the Single Marine Program through offering free flight and ground instruction to Marines of MCAS Miramar.
 - h. The club shall not engage in any activities or exercise any powers which, in the opinion of the Board of Directors, are not in the furtherance of the purposes of this club.

ARTICLE 2. Membership

1. Military Members
 - a. The following personnel are eligible for military membership in the Miramar Radio Control Flyers:
 - i. Active duty military personnel
 - ii. Retired military personnel
 - iii. Dependents of active duty or retired military personnel
 - iv. Military Reserve
 - v. U.S. Government (inc. Department of Defense) employees, with PMO authorized access to MCAS Miramar for the current year, and their immediate family members.
 - b. By vote of a two-thirds majority of the members present at a regularly scheduled meeting, lifetime membership status may be awarded to current dues paying members who have made great contributions to the MRCF and are deserving of special recognition. Life membership must be reserved for individuals who are retired from the Military Service and therefore will always have access to base facilities. Those awarded Life Memberships will not be required to pay annual dues.
 - c. By vote of a two-thirds majority of the members present at a regularly scheduled meeting, associate membership status may be awarded to current dues paying members who will no longer be flying model airplanes but would like to remain active members of the MRCF club. Associate membership must be reserved for individuals who are retired from the Military Service and therefore will always have access to base facilities. Those awarded associate status will not be required to pay annual dues.

2. Civilian Members
 - a. Civilian membership may be limited to a maximum of one civilian member for every non-civilian member at the discretion of the membership committee or to maintain compliance with MCCS contract requirements.
 - b. To be eligible for consideration for civilian membership, candidates must be endorsed by a non-civilian member. A non-civilian member may endorse no more than one (1) civilian every 12 months.
 - c. Existing civilian members must complete all of the requirements identified in the “Civilian Renewal Proposal” to guarantee that they are able to renew their current membership.
 - d. Prospective civilian members must complete all of the requirements identified in the “Civilian Membership Proposal” before they are considered for membership in the MRCF.
 - e. Prospective civilian members may be added to the civilian membership waiting list only after receiving approval from a majority of the MRCF membership committee.
 - f. New civilian members will be granted membership in the order in which they qualify to be placed on the civilian waiting list.
 - g. The membership committee will decide when it is appropriate to add additional civilian members.
 - h. Civilian members that lose membership status due to a reduction in military membership will be placed at the top of the civilian membership waiting list in the reverse order to which they became members. They will not be assessed the new member field improvement fee should they decide to rejoin the club.
 - i. Civilian members that lose their membership status due to non-completion of the “Civilian Renewal Proposal” will be:
 - i. Placed on the civilian membership waiting list below all civilians who currently meet the requirements for membership.
 - ii. Placed on the civilian membership waiting list in an order based on their original seniority in the club (i.e., with newest members at the bottom of the list.)
 - iii. Reimbursed their field improvement fee but will be reassessed the field improvement fee should they rejoin the club.
 - j. Civilian member dependents may participate in all club activities but will not be granted full membership status nor will they be granted unescorted access to the flying field. Civilian dependents that desire full civilian membership must follow the civilian membership process.
3. Current membership in the Academy of Model Aeronautics (AMA) is required for all members that will be granted flying privileges.
4. The Board of Directors has the authority to discipline members in accordance with Article 9: Procedures for Discipline and Expulsion of members.

ARTICLE 3. Dues.

1. MRCF membership dues and new member field improvement fees shall be established by a by a two-thirds majority of the members present at a regularly scheduled meeting, with the results recorded in the minutes of that meeting and on the club application form.
2. Special assessments to the membership may be required to raise operating capital. A majority vote of active members present at a regular or special meeting is required before a special assessment may be enforced.
3. Members who join mid-year shall have their initial annual dues prorated based upon the number of full months remaining in the year.
4. New Members will be assessed a one-time, non-refundable field improvement fee in addition to their annual dues.
5. All current memberships expire on December 31st.
6. Members who fail to renew their membership by December 31st will forfeit their membership within the club.
7. The annual membership dues are payable in full during the renewal period, from October 1st through December 1st.
8. Dues received after the December 1st deadline will be assessed a late fee.
 - a. Dues received after December 1st but on or before the regular MRCF December meeting will be assessed a late fee of \$20.
 - b. Dues received after the MRCF December meeting but on or before December 31st will be assessed a late fee of \$40.
9. The date of payment is considered to be the date the payment is actually received by the treasurer or the USPS postmark date for dues mailed to the MRCF P.O. Box.
10. Active military or reserve members that are required to leave for military deployment, extended TAD/TDY/IA or Permanent Change of Station (PCS) will be granted non-flying membership status at no cost for up to one full year after their current membership expires. Regardless of when they return, they will be allowed to reactivate their full membership status by simply paying their current annual dues, which will be prorated, based upon the remaining portion of the current year. No returning active or reserve member will be charged a second field improvement fee.
11. Former members that wish to rejoin the club must follow the current membership process. They will be reassessed the non-refundable new member field improvement fee in addition to their annual dues.
12. On January 1st, the combinations for the gate and field locks will be changed and club privileges and field access will thereafter be restricted to individuals who have completed all requirements for membership renewal and have been issued a membership card for the New Year.
13. The membership chairperson shall withhold the new membership card and the new gate combination from members until the treasurer confirms that all their dues and applicable late fees have been collected.

ARTICLE 4. Club Officers and Committees.

1. The Board of Directors shall consist of six members who will be appointed into office as the last order of business at the regularly scheduled December meeting. The offices consist of President, Vice President, Safety Officer, Secretary, Treasurer and Field Marshal. President must be Active Duty or Retired Military, all other board

- positions may be filled by any open club member.
- a. The Board of Directors has authority over all club matters that the MRCF Bylaws do not specifically grant to the members.
 - b. All official actions taken by the Board of Directors requires an affirmative vote of a majority (4) of the Directors.
 - c. No individual Director shall take any action unless that action is sanctioned by a majority (4) of the Board of Directors. This limitation also applies to actions within the described duties of any individual Director specified in Article 5 of the MRCF Bylaws.
2. The Safety Committee shall be comprised of the members of the Board of Directors. The Board of Directors shall function as the Safety Committee on matters concerned exclusively with safety. The Safety Committee is chaired by the President and is responsible for:
- a. Judgments concerning safety questions and issues,
 - b. Providing opinion on safety related change proposals to safety regulations,
 - c. The enforcement of all safety related regulations, and disciplinary judgments, decisions and actions with respect to member violations of safety regulations in accordance with Article 9: Procedures for Discipline and Expulsion of members.
3. The Membership Committee shall consist of the Board of Directors, with the Vice President acting as the Membership Chairperson, and shall rule on all matters concerning membership including, but not limited to applicant acceptance, limits to maximum membership numbers and keeping current the active membership rolls.
- a. The membership committee shall provide guidance on matters concerning Dues, Guest privileges and expulsion of members.
 - b. The membership committee shall be responsible for defining the requirements for the “Civilian Membership Proposal” and “Civilian Renewal Proposal” forms used by all civilians seeking new membership or membership renewal with the MRCF club.
 - c. The membership committee may grant waivers or assign alternate membership requirements for civilian members that have membership committee pre-approved reasons for not being able to complete the current membership requirements.
4. The President may appoint special Committees to research any matter for future consideration by the membership as deemed necessary.
5. The membership may remove any Director at any time, for any reason. Removal of a Director will be handled like any normal business matter requiring a motion, a second and a majority vote from the members at a normally scheduled club meeting.
6. Any vacancy created by the removal of a Director by the members shall be filled by a majority vote from the members at a normally scheduled club meeting. If a vacancy occurs on the Board of Directors for any other reason, the vacancy will be filled by:
- (1) if the Directors left in office constitutes a quorum (four or more), then a majority of the Board of Directors;
 - (2) otherwise, by a majority vote from the members at a normally scheduled club meeting. The newly elected Director will hold office until the post is filled by regular elections.

ARTICLE 5. Duties of Office.

1. The President shall preside at all meetings of the Board of Directors, business meetings, regular meetings, and any special meetings of this organization. He is responsible for the direction and planning relevant to all matters involving club administration and public relations. The President is responsible for the conduct of all club communications, oral and written, assisted as required by the Secretary, Treasurer or Membership Chairperson. The President will ensure that copies of all club correspondence are forwarded to the Secretary. The President will not be able to vote in any matter with the exception of election of Officers unless it should become necessary to break a tie vote. Furthermore the President will not be allowed to bring forward any motion for consideration by the membership to avoid the impression of motions sponsored by the Board of Directors. The President will be permitted to speak on any subject or motion with the same privileges granted to members. When considered essential for the timely conduct of club operations and/or business, the President may authorize, with the approval of two other members of the Board of Directors, an expenditure of up to \$100 from the club treasury between regular club meetings. The Treasurer shall report the expenditure to the attending members at the next regular meeting.
2. The Vice President shall preside over all meetings in the absence of the President. The Vice President shall be the Board of Director's point of contact for all committees sponsored from the floor during any regular meeting. He is also chairperson of the Membership Committee and as such has all rights and responsibilities previously mentioned. The Vice President shall also administer all club recreational activities to include, but not limited to air shows, fun flies, club events, and fund raisers.
3. The Secretary will record the minutes of all club meetings. The Secretary shall make the minutes available to the members for review and comment prior to the next regular meeting by posting the minutes on the field bulletin board. Upon request of any member attending a regular club meeting, the Secretary will read all or part of the minutes as required prior to a motion for their approval. The Secretary shall also maintain electronic copies of the minutes as well as archived copies on appropriate removable media. The Secretary shall maintain and make all changes to the master copies of:
 - a. The club MRCF Bylaws and Operations and Safety Addendum,
 - b. The club application form, and
 - c. The club history.
4. The Secretary is responsible for maintaining hard copies of all club written correspondence, license agreements, and other forms and certificates essential to the conduct of club operations.
5. The Safety Officer is responsible for the enforcement of the AMA Safety Code, MCAS Miramar Regulations, and the Safety Regulations as promulgated in Addendum 1 to the MRCF Bylaws, Safety and Operations. The Safety Officer works closely with the Safety Committee for the enforcement of safety regulations and disciplinary actions related thereto. However, the safe operation of aircraft and the enforcement of rules and regulation are the responsibility of all club members.
6. The Treasurer is responsible to ensure that all dues and just debts are collected from each member and an up to date record maintained of the current Miramar Radio Control Flyers financial status. He is also responsible to ensure all club financial obligations are paid from club assets in a timely manner. The Treasurer shall receive and process application forms for club membership. The Treasurer is responsible for the review of applications for membership including verification of proof of eligibility. The Treasurer will forward processed application forms to the Membership Chairperson for entry into the MRCF

- computer database and filing. The Treasurer will ensure all requirements are promptly met to continue the clubs State and Federal tax-exempt status.
7. The Field Marshal is responsible for the condition of the flying site, runway, pit area and all associated club property permanently fixed at the flying site. The Field Marshal has the authority to close the runway to takeoff traffic at any time he sees fit for any purpose. He may at anytime appoint as many assistant Field Marshals as he requires to complete a specific task.
 8. The membership chairperson is responsible for maintaining the club computer database of active membership for the current year. Active membership will be based on completed application forms received from the Treasurer. The membership chairperson is responsible for the generation of the current club roster from this database in order that the roster correctly reflect active membership. A copy of the club roster will be posted on the field bulletin board and provided to Base Security immediately after annual renewals complete in December and when changes to the club membership occur. The membership chairperson is responsible for maintaining the civilian membership waiting list. The membership chairperson is responsible for archival and distribution of the civilian membership proposal and renewal forms.

ARTICLE 6. Meetings.

1. Regular meetings will be held at least every other month at a date, time and location determined by a majority of members.
2. At the discretion of the President, or at the request of any member of the Board of Directors, the Board will meet prior to a regular meeting to coordinate any special items on the itinerary for the upcoming meeting.
3. Special meetings may be called by the President, or at the request of any member of the Board of Directors, to discuss one or more specific issues.

ARTICLE 7. Elections and Voting.

1. The election of new Board of Directors members shall occur as the last order of business during the regular November meeting. Board of Directors nominations will be taken by the President (or Vice President in the absence of the President) at the regular club meeting immediately preceding the November meeting, and nominations shall be closed at the end of that meeting and ballots based on the nominations shall be made available to the membership within ten (10) days thereafter. Members nominated for a position on the Board of Directors must state their availability to serve if elected.
2. Nominations shall be performed by the attending members. Election voting is open to all eligible members regardless of whether they attend the November meeting.
3. Nominees shall be voted into positions on the Board of Directors by secret written ballot. The ballot may be completed at the November meeting or submitted by mail with the member's membership renewal.
 - a. To ensure that the mail-in ballots are kept secret and secure, members must seal them by folding and then stapling or taping them closed, or enclosing them in a separate sealed envelope when submitting them with their membership renewal.
 - b. Mail-in ballots not received by the Treasurer prior to the November meeting day, and all unsealed mail-in ballots will be considered invalid.
 - c. The Treasurer shall be responsible for collecting all mail-in ballots, creating a list of the members who submitted them, and recording whether each member's ballot

- was properly sealed.
- d. At the regular November meeting, three volunteers from the attending membership who are not nominees shall perform the counting of ballots. The volunteers will hand out a single paper ballot to each eligible member who hasn't submitted a valid mail-in ballot. The volunteers will then collect the ballots cast at the November meeting as well as the valid mail-in ballots from the Treasurer and count them.
4. Voting on other matters will be accomplished by a voice vote of the members present at a regular meeting.
 - a. A majority of one is required for passage of any motion brought forward and properly seconded.
 5. Members under 18 years old will not have a vote. However they have all other privileges afforded other members.
 6. Members shall have the exclusive right to decide the following matters:
 - a. Changes to the MRCF Bylaws.
 1. Voting on changes to the MRCF Bylaws determined by the members to be minor or essential may be introduced and voted on at the same regular meeting.
 2. Changes to the MRCF Bylaws determined by the members to be major shall be published on the field bulletin board and/or the club website at least 14 calendar days before the next regular meeting following the meeting in which they were introduced and thereby become eligible to be voted on at the next regular meeting following the meeting in which they are introduced.
 - b. Issues related to hosting events at the flying site, whether the events are limited to members and their guests, or involve organizations other than MRCF, since these events typically reduce field availability to the members and require member participation.
 - c. Issues related to expenditure of MRCF funds (unless specifically granted elsewhere in the Bylaws).
 - d. Choice of date, time and location of the MRCF Christmas Party.

ARTICLE 8. Pilot ratings

1. Level 1 – Student:

Student pilots are individuals who have not previously flown or soloed R/C aircraft. New members and returning members who have been absent for a year or more will be considered student pilots until they have qualified or re-qualified locally. A red sticker on a club membership card identifies a Level 1 Student Pilot. Student pilots must fly under the direct instruction and control of a level 3 Instructor. Before being designated a Level 2 Pilot, a student must demonstrate an understanding of the rules and restrictions of the club operations and Safety Addendum, the ability to take off and land his aircraft, and the ability to perform a dead stick landing.

2. Level 2 – Pilot:

Level 2 pilots are those pilots who have demonstrated their ability to safely fly their own airplanes from takeoff to landing without the aid of an instructor and in accordance with the rules and restriction of the club Operations and Safety Addendum. A yellow sticker on a club membership card identifies a Level 2 Pilot. The Level 2 rating comprises all skill levels from post solo beginners to pilots capable of performing advanced aerobatics. Level

2 Pilots may fly any aircraft authorized to be flown by the club at the MRCF flying field. All pilots should maintain an awareness of their personal limitations and capabilities and request help of an instructor if they have any doubts or questions.

3. **Level – 2 – Turbine Pilot:**

A turbine pilot is a Level 2 Pilot who has been provided a Turbine Waiver by AMA and has provided a copy of his current AMA Turbine Waiver to the Membership Chairperson with his membership application. A green sticker on a club membership card identifies a turbine qualified pilot.

4. **Level 3 – Instructor:**

To be designated a Level 3 Instructor, a Level 2 Pilot must have the recommendation of two current club instructors and the approval of the Chief Instructor. Prior to recommending a pilot as a Level 3 Instructor, close consideration should be given to the candidate's flying experience, and abilities, willingness to help other pilots, safety consciousness, maturity, and the ability to instruct in such a manner as to avoid damage to the student's aircraft. When performing their instructor duties, Level 3 Instructors shall:

- a. Ensure that the student has read and understands the rules and restrictions specified in the club's Operations and Safety Addendum,
- b. Assist and instruct students in the safe operation of their aircraft in all aspects of ground and air operations until the student can demonstrate the ability to safely takeoff and land his/her aircraft, and perform a dead stick landing,
- c. Control or be prepared to take control at any time of the student's aircraft to ensure its continued safe operation, and
- d. Ensure a margin of aircraft operation in terms of altitude and physical separation to ensure that the instructor can take control of the student's aircraft in time to prevent damage to that aircraft, damage to other physical property, or personal injury.

ARTICLE 9. Procedure for Discipline and Expulsion of Members.

1. All members are expected to follow all field rules and to conduct themselves in a courteous and professional manner at all times. Any member observing what they believe to be a violation of the AMA Safety Code, the MRCF Bylaws and Safety Addendum (addendum 1), MCAS Miramar Safety or Security regulations, or conduct detrimental to the interests of the club, shall advise the offending member of the nature of the violation and request compliance. Every effort shall be made to informally resolve field violations in a friendly and courteous manner. In cases of vandalism, theft or gross endangerment of personnel or property, or in a case where the member committing the violation(s) continues to do so or refuses cooperation, the matter should be reported to the Safety Officer or any member of the Board of Directors if the Safety Officer is not readily available.
2. When reported to the President or Board of Directors by the Safety Officer or by any other person, a member may be disciplined for violation of the AMA Safety Code, the MRCF Bylaws and Safety Addendum (addendum 1), MCAS Miramar safety or security regulations, or for engaging in conduct that the Board of Directors determines is detrimental to the interests of the club. Disciplinary action shall be at the discretion of the Board of Directors and may include a letter of warning, suspension of club privileges for one month or expulsion from the club for one year.
3. Any disciplinary action taken by the Board of Directors requires a majority vote of the Board. If a majority of the Board of Directors decide that disciplinary action against a member is proper, the member will receive notice of the intended disciplinary action and the reasons therefore at least fifteen (15) days prior to the effective date of the discipline. Notice to the member may be given by any method reasonably calculated to provide actual notice. Any notice given by mail must be given by first-class or registered mail sent to the last address of the member shown on the club's records. The member shall have the right to be heard by the Board of Directors, either orally or in writing, not less than five (5) days before the effective date of the discipline. All disciplinary actions shall be documented and copied to the Secretary's files.
4. A member who is expelled may reapply for membership after six months but if accepted will be required to meet all the requirements of new members.
5. Membership must be terminated for members having a change in status to a category not eligible for membership.
6. Except in the case of a member whose membership is terminated as a result of eligibility status, a member who is expelled will not be entitled to a refund of any dues or fees previously paid.
7. No member or members shall represent to any third party that they represent the interests of the club without the express authority of the majority of the board of directors. Members who violate this rule are subject to the general discipline rules outlined in this Article.

ARTICLE 10. Finances.

1. This organization will be financially self-supporting.
2. Registration fees and dues will be fixed by a majority vote of members at a regular meeting and may be amended at any time.
3. The Treasurer will not obligate or allow being obligated funds in excess or those in the treasury.
4. In the event the club is subject to dissolution, all property and equipment loaned to the club will be returned to the owners of said property. All club property will be auctioned off to the existing membership. The funds resulting from this auction along with the funds remaining in the club treasury savings and checking accounts will be divided equally among the active membership at the time of dissolution.
5. The fiscal year for this organization will commence on 1 December.
6. Annual audit of Treasury Funds and Records as required by MCO 5760.4 series will be conducted at the general meeting in January.

ARTICLE 11. Inclusion of standing rules.

1. Standing operations and safety rules will be adopted and updated to provide specific guidance or as a means of regulating specific conditions as they occur.
2. MRCF Bylaws and Safety Addendum (addendum 1) may be amended by a majority vote of the active members present at a regular or special meeting.
3. MRCF Bylaws and Safety Addendum (addendum 1) may be amended at any time by the Commanding General, MCAS Miramar.

MIRAMAR RADIO CONTROL FLYERS Bylaws

Approved by the MRCF membership at the February 18, 2015 monthly meeting.

Presiding Board of Directors:

Jerry Neuberger, President
Curtis Kitteringham, Vice President
Mark Lukens, Secretary
Brad Kuller, Treasurer
Tom Pham, Field Marshal
Brian Werner, Safety Officer