



LCAA CLUB MEMBERSHIP MANUAL

Revised 4/1/16

LOUDOUN COUNTY AEROMODELERS ASSOCIATION MEMBERSHIP MANUAL

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WELCOME TO NEW MEMBERS

Welcome to the Loudoun County Aeromodelers Association! You are joining a friendly, enthusiastic group of people who enjoy this model airplane hobby and are willing to share their model building and flying experiences with you.

As a member of this Club, you are invited to:

- Enjoy the hobby → flying – building – socializing
- Learn to fly and improve your piloting skills
- Respect and follow the Club Field Rules
- Participate in Club events → meetings – work days – flying events
- Share your enthusiasm

This Manual is worth reading – besides providing the rules and guidance of the Club, it also describes Club activities and history.

We also suggest you spend some time reviewing the AMA Safety Code. Several of our Club Field Rules are extensions of the AMA Safety Code and you will find we are very serious about conducting our flying without injury to ourselves and others.

We sincerely hope you have fun with the hobby and contribute your knowledge to those around you.

INTRODUCTION AND GENERAL INFORMATION

MONTHLY MEETINGS

The Loudoun County Aeromodelers Association (LCAA) General Membership meets each month on the 2nd Tuesday at 7:30 pm with occasional exceptions due to scheduling problems. The day of the meeting is published in advance on our website at <http://www.lcaa.org>. The meeting location is usually at the Reston Police Station, 12000 Bowman Towne Drive, Reston, Virginia.

General Membership meetings are open to members and guests and include a business agenda, members show ‘n tell of models and projects, and other hobby entertainment. One of the fun benefits of this hobby is sharing and learning from others at Club meetings and at the field. Members are encouraged to bring models (completed or under construction), tools and building techniques, videos, and experiences to share. “How-to” demonstrations are well received. Newcomers are especially encouraged to ask questions – none are “stupid” since everyone has some learning experience to share. We like to share flying experiences and humorous adventures since that’s the fun of exploring this hobby.

The LCAA Board of Directors meets at 7:00 pm on the fourth Tuesday of each month with occasional exceptions due to scheduling problems. The location of the meeting is published on the LCAA website. Interested Club members are always welcome.

FLYING SITE

The LCAA’s all-grass flying site is at the Loudoun County Banshee Reeks Nature Preserve off Route 621 (Evergreen Mills Road), 6.2 miles south of Leesburg and 6 miles north of Arcola. The field is open all year to LCAA members except for Christmas, New Year’s Day, and special occasions determined by the Preserve Manager. Lock up the equipment shed, Club gate, and johns if you’re the last to leave --the lock combination is on your Club card.

We are a sanctioned Academy of Model Aeronautics (AMA) Club. We are bound by their regulations, especially safety, and have liability insurance that protects our landlord, Loudoun County Parks and Recreation Department. As an R/C pilot, your liability insurance is provided directly by AMA.

We enjoy the privilege of flying our models at the Banshee Reeks Nature Preserve because we are intent on being good neighbors. Flying fields are hard to get and require continuing efforts by each member to assure we keep this privilege. We lease the field on a year to year basis and have agreed to abide by the Preserve rules, especially **noise abatement** to protect the environment as a natural wildlife setting enjoyed by citizens seeking enjoyment in the beautiful Preserve. Complaints from naturalists, who also enjoy the area, are a sure way to lose the field. This also includes picking up our trash and maintaining the site.

You are asked to follow the **Club Field Rules** (later in this manual) that include among other things:

- Field safety -- don’t taxi in the pit area or fly over the pilot fence line; use aircraft restraints
- Transmitter frequency control – except 2.4 GHz frequency you must have a frequency pin to “switch on”, your Club card posted in the frequency board, and a frequency flag on your transmitter antenna
- Student pilots must have a qualified buddy pilot -- don’t fly alone
- Engine Sound limits -- test your engine/prop combination

- Fly between 9AM and 1/2 hour before dusk (electric flyers may start at 8AM)
- Pick up and take your trash away

As an AMA member, you also must follow the AMA safety code. If you see others not following the rules, please gently remind them.

A first aid kit is located in the shed. A sheet providing directions to the closest aid station is also in the shed.

Field maintenance is done primarily on a volunteer basis. One or two mornings each year are set aside for all members to donate their time to this effort. New members are especially asked to make this time commitment as part of their initiation effort. Announcements about planned activities are made in the newsletter and on the website. Please attend enthusiastically.

LCAA AND AMA MEMBERSHIP

Members must have the LCAA membership card on hand for verification when engaged in flying activities at the Club field. The Club card is also evidence of AMA membership because proof of AMA membership is required before an LCAA membership card is issued. Persons who are not LCAA members cannot fly at the LCAA field unless they are guests of Club members. The Club member must be present at the field with the guest and the guest must present a current AMA membership card.

The LCAA Membership application is available on the LCAA web site (www.lcaa.org). LCAA has a membership quota, which limits membership. If the quota has been reached, applications are held in a first-come-first-served waiting list. AMA membership application forms are available from the Academy of Model Aeronautics, 5161 East Memorial Drive, Muncie, IN 47302. Telephone: 800.435.9262. The AMA web site is www.modelaircraft.org.

LCAA membership terminates at the end of December every year and flying rights are terminated until membership is renewed. A renewal application, Club dues, and proof of AMA membership must be provided to obtain renewal. A renewal form is sent to existing members -- usually in December. If a membership quota is in effect, the prior year's members are guaranteed a position in the Club for the new year if their renewal is received by February 28 of the new year.

Club membership privileges are described in the By-Laws. Continued good standing requires abiding by the Club Field Rules.

CLUB OPERATION

The Club is incorporated in the Commonwealth of Virginia as a not-for-profit organization and is described in its Constitution and By-Laws. Changes in these documents are approved by the membership.

Day to day operation of the Club is provided by a Board of Directors. Replacements are elected annually by the membership for three-year (staggered) terms. They collect and disburse money, plan and conduct membership meetings and events including community interaction, manage the flying site and landlord relations, establish Club Field Rules, conduct the membership process, and provide member communications including a newsletter, web site, and handbook. Financial management is provided by the treasurer with an annual board-approved budget. We have checking and savings accounts. Most of

our expenditures are for field maintenance and events. New members are encouraged to volunteer for Board membership-- they help to bring a fresh perspective and direction.

The Club relies heavily on volunteer help to provide Board leadership, enjoyable meetings, flying events, and field maintenance. Work days are scheduled, usually two to four each year. Spring preparation of the field is a regular event, usually requiring two to four hours. We also support the State's "Adopt a Road Program" and have selected The Woods road leading to our flying field. Quarterly road clean-ups are scheduled, usually lasting an hour. We also support the Preserve Manager in project work on the third Saturday each month to improve the Preserve. Participation is actively encouraged, since simply paying the dues does not provide enough resources to support an active Club.

Organized flying events are planned by any member who has an interest in organizing an activity. Some events are "fun flies" for members only, and some are AMA sanctioned events (follow official AMA rules) that require AMA Contest Directors (we have several in the Club) and are advertised in the Model Aviation magazine and usually open to all AMA members. Organized events reserve time at our field and are held to encourage both flying and audience participation. Sometimes food is provided at Club expense or for a small donation. It usually takes several members to conduct an event, so please volunteer to help out.

All types of aircraft flying are encouraged, both for sport and competition.

PILOT QUALIFICATION AND INSTRUCTION

The Club supports an active pilot qualification program that is described in the LCAA Flight Qualification Program. This Club is fortunate to have several pilots who spend extra time to be instructors. This quality of the Club has resulted in an attitude that welcomes those new to the hobby. Also, our special \$1 dues for members under age 16 compliments the AMA program to encourage young members into the sport.

All new members receive a Student Pilot Club card. This means you must fly with a Qualified Pilot Buddy until you become qualified. Qualification requirements are listed in the Membership Manual and Club Instructor Pilots can assist you. The Club has "buddy" boxes for Futaba and JR transmitters. Several members are qualified instructors and are listed on the Club's website under the Club Info windsock in the Pilot Training Program section. Introduce yourself at the field or Club meeting to make arrangements. Saturday morning is usually the best time to meet.

Experienced pilots will have little difficulty in achieving Qualified Pilot status. Besides flying ability, instructor pilots will check you out on safety and field rules, including operating the sound measuring equipment. The application for Qualified Pilot is available on the LCAA web site (www.lcaa.org). Two qualified signatures are required and upon receipt of the completed application, the Membership Chairman will issue an upgraded Club card.

Instructor pilots have volunteered their flying time at the field to assist you to learn how to fly safely. While they are generous people, please remember that they like to fly their own planes too! They also are human and may make mistakes when flying your airplane. Damage to your plane is your responsibility, not the instructor's. They will do everything they can to show you how to fly and protect your airplane. Pay particular attention to preflight safety instruction (radio test, airworthy check, motor and prop operation, pit activity). Unsafe airplanes will not be allowed to fly.

CLUB COMMUNICATIONS

The Loudoun County Aeromodelers Association maintains its own web site at www.lcaa.org. Visit the site for Club information, meeting/event schedules, and to download membership applications. The Club also has a Facebook page at www.facebook.com/lcaaclub for member participation.

Time-sensitive notifications affecting members may be posted on both sites and via email. This may include field closings, flight restrictions, upcoming events, and newsworthy information. Members are encouraged to update their email address to the membership chairman.

The Club email newsletter “AIRBAG” is published periodically to all members by a volunteer editor who depends on contributions from each member. Regular content usually includes reports from Club and board meetings, but field events and individual contributions provide the variety. If you have an experience to share, a “how to” to describe, or a source of good hobby information to disclose (a good web site, for example), please write an article and submit it to the editor anytime. “Show and Tell” items from the Club meetings provide good article and picture material.

CLUB FIELD HISTORY

The Loudoun County Aeromodelers started life as Reston R/C, Inc., AMA charter #799, about 1989. An enthusiastic group of modelers became the nucleus and monthly meetings were a combination of sharing modeling information and refining the Club's By-Laws to serve all members through spirited debate. And as might be expected, the Club's progress depended on its success in supporting a flying field.

Early fliers found vacant lots for flying sites, including a strip at Baron Cameron Park in Reston. Their first "big" field was north of Leesburg on Edwards Ferry Road. Located in a secluded farmer's field not far from the Potomac River, this field was expansive and had a large over-flight area. Events included the Duraplane classic, AMA pattern and scale contests, and fun-flys. Quarter scale aircraft with gas engines, gliders, and scale aircraft were the passions of those members.

The Club grew to about 140 members (plans were afoot to increase membership to 160!) when we were notified that the land was to be developed for a golf course. A field search yielded a pasture near Lucketts and a new runway was prepared. Within a month neighbors complained and, through a zoning issue, we were forced to leave to fly at the Leesburg Ida Lee Park. This was not the best of locations but we survived for a couple of years until neighbor noise complaints caused our eviction again.

Pressure to find a permanent location resulted in a decision to raise our dues from \$35 to \$50 to increase our treasury. This change resulted in a membership drop to about 90. In the meantime, the Club met at various locations in Reston, including a church, until the present location, which is the conference room of the Reston North District Supervisor in the Governmental building (Reston Police Station).

While at Ida Lee Park, another field was located south of Leesburg at a farm owned by Mr. Mahoney. This field lasted for a short year until we were relocated to another field on Mahoney's land. Fearing another temporary situation, continued work with Loudoun County resulted in securing a location at a new County acquisition, Banshee Reeks Park. The Park was undeveloped: we and a dog owners group became the only tenants.

Loudoun County Parks and Recreation Department continued their planning activity, and a special interest group called Friends of Banshee Reeks emerged representing the interest of naturalists, a persuasive lobby. As a result the park has been designated as a nature preserve.

Subsequently the County employed a full time manager for the Preserve, Ron Circe', who has been most cooperative with us. Our position is to be a good neighbor, support the Preserve's activities, and work with the naturalist interest by self-imposing engine noise limits. In this regard, we also clean up The Woods road and receive credit in Virginia's "Adopt A Highway" program. We finance all field developments and pay an annual field lease to the County.

LCAA CLUB FIELD RULES

The objective is to extend the privilege of enjoying the R/C hobby to all members and authorized guests, with maximum emphasis on safety and control. While this guide sets forth Club rules for this objective, nothing herein should overrule common sense and courtesy.

GENERAL ITEMS

FLYING REGULATIONS

1. All model aircraft operation must be in accordance with the Official Academy of Model Aeronautics (AMA) Safety Code, Federal Aviation Administration (FAA) flight restrictions described in "Notices To Airmen" (NOTAMs) and the Special Flight Rules Area (SFRA) restrictions for our field, and these Field Rules.

PILOT IDENTIFICATION

2. All pilots must be current members of the Academy of Model Aeronautics and have a valid FAA Certificate of Registration.
3. To engage in flying activities at the Club field a pilot has to be a member of the Club or be a guest of a member of the Club.
4. LCAA pilots must wear the plastic ID tag with their membership card and the FAA Certificate of Registration inserted in a conspicuous location on their person. Guest pilots must wear the plastic ID tag with their AMA card and the FAA Certificate of Registration inserted in a conspicuous location on their person.

GUEST PILOTS, PROVISIONAL PILOTS

5. Guest pilots may fly at our field only when an LCAA sponsoring member is present.
6. Sponsoring members are responsible for assuring that their guest's conduct is in accordance with the Field Rules.
7. Provisional pilots (those guests who do not have an AMA or FAA registration), may only fly with the direct supervision and buddy box control of a sponsoring member who is a qualified pilot.

GENERAL FIELD CONDUCT

8. Members must:
 - a) Ensure that spectators are aware of restricted areas.
 - b) Leash their pets.
 - c) Supervise their children.
 - d) See that their pit area is free of litter, cigarette butts, airplane parts, etc.
 - e) Take their trash home with them.
 - f) Provide responsible adult supervision (age 18 or older) for all Junior pilots (under age 16), whether they are qualified or student pilots.

SECURITY

9. The last member leaving field is responsible for assuring that our property locks are secured at the field gate, shed, and john.

BANSHEE REEKS NATURE RESERVE REGULATIONS

Our field is located in Banshee Reeks Nature Reserve and is governed by the Loudoun County Parks and Recreation Department. We abide by their regulations and the conditions of our field lease. Some of these are:

10. Cutting down trees is prohibited without permission
11. Chainsaw operation is not allowed
12. Members are responsible for opening and closing the main gate into Banshee Reeks according to Preserve policy.
13. Alcoholic beverages are strictly forbidden at the flying field.

SAFETY ITEMS

1. Only Qualified Pilots may fly without assistance. Student Pilots may not.
2. Spectators should normally view from behind the pit area, but they may make brief visits inside the pit if accompanied by a club member. Animals must remain behind the pit.
3. Only personnel associated with flying the model aircraft are allowed at or in front of the safety line.
4. All flying must be conducted in front of the safety line (flight line). The safety line is located 25 ft. in front of the pit fence closest to the runway and runs from the Banshee Reeks Park main road west of the field to the tree line east of the field.
5. Intentional flying behind the safety line is prohibited.
6. Flying beyond the Banshee Reeks Park main road west of the field is prohibited.
7. All fixed wing and rotary aircraft engaged in 3D flight, aerobatic flight or high speed low passes must stay beyond the center line of the runway. High speed, low passes over the runway are prohibited unless advance agreement is secured from all pilots at the flight line.
 - a) The center line of the runway is defined as a line at the center point of the runway which is half way between the safety line and the far edge of the runway measured at the middle of the pit area front fence. The center line runs the length of the runway parallel to the safety line.
8. A student helicopter pilot may practice hovering without assistance only under the following conditions:
 - a) Fly within the designated hovering area

- b) Use the pilot station located in the hovering area
 - c) The helicopter has been inspected by a qualified helicopter pilot before flying
 - d) The helicopter weighs 2 lbs. or less and has a rotor diameter of 28 inches or less (e.g. a 450 class).
9. Aircraft engines must be started with the tail of the aircraft pointed toward the fence. Do not direct the exhaust toward another model or modeler.
- a) Use airplane restraints for fixed wing aircraft with engine size .40 cu. in. or larger and for electric planes of equivalent power (those operating on 5 or more LiPo cells in series). Aircraft ground-stake restraints are located in the shed. Several portable workbenches are also available for restraint and engine testing.
 - b) Helicopter pilots must have a firm grasp on the rotor when starting a glow/gas engine.
10. Winch turn-around or hi-start stakes on the field must be clearly marked with a pole or flag.
11. The monetary value of damage to models should be determined by the parties involved. If satisfactory assessment of such damage cannot be reached in this manner, all parties agree to be bound by an evaluation made by the Club's current Board of Directors.
12. A volunteer instructor is not responsible for damage to aircraft or equipment that arises during or as a result of his/her assisting other flyers.
13. Any accident involving personal injury or damage to property other than the models must be immediately reported to a Club Officer or current member of the Board of Directors.

RADIO CONTROL ITEMS

- 1. Each Pilot operating in the 27, 50 or 72 MHz band must have the correct Club frequency control pin attached to his/her transmitter prior to use of that transmitter. Control pins are not required for operation on 2.4 GHz band.
- 2. Each Pilot operating in the 50 MHz band must have a current valid FCC license.
- 3. **Frequency control pins may not be removed from another Pilot's transmitter without the acknowledgment of that Pilot.**

AIR TRAFFIC / NOISE CONTROL ITEMS

- 1. Internal combustion engines must not be operated before 9:00AM or after one-half hour before sunset. Electric powered aircraft must not be operated before 8:00AM or after one-half hour before sunset.

2. Servicing or starting engines on the runway is prohibited.
3. The following sound restrictions are in effect for all aircraft at all times:
 - a) 2-stroke engines less than 0.1 cu. in. 90dB or less
 - b) 2-stroke engines 0.1 cu. in. or more 94dB or less
 - c) All other power plants 96dB or less
4. Sound level measurements:
 - a) Sound meter settings are (A), (Slow), and ambient noise is minimized.
 - b) For fixed wing aircraft, the sound level will be measured off the wingtip closest to the muffler with the aircraft on the ground at full throttle and with the meter positioned 30 cm (12 in.) off the ground, 3 meters (9 ft. 10 in.) from the centerline of the plane in accordance with AMA guidelines.
 - c) For helicopters, the sound level will be measured at 3 meters from the center line of the model, on the exhaust side, when the helicopter is in stationary hover at a height of 1.5 meters (59 in.). The measurement should be taken with the sound meter at a height of 1.5 meters and at a 90 degree angle to the flight path.
5. All flights must be controlled from designated pilot stations on the flight line adjacent to the runway, except that
 - a) helicopters may also be flown in the helicopter training area from a flight station facing the training area, and
 - b) fliers engaged in organized formation flying may position themselves as needed.
6. At no time should the number of aircraft in the air exceed the number of designated flight stations. However, a Club authorized event director can make a temporary exception for that event.
7. Helicopter training and extended hovering must be conducted in the helicopter training area.
8. All aircraft must be physically constrained while moving between the pit area and the runway. Taxiing in the pit area is prohibited. There will be no helicopter blade turning in the pit area.
9. Pilot Announcements must be made at the flight stations in a voice loud enough to be heard by pilots at the other flight stations. Notice whether other pilots acknowledge. Announcement conditions include the following:
 - a) Pilots must ensure safe clearance onto the runway by looking both ways, then announcing their intent to enter the runway prior to doing so.
 - b) Pilots must announce their intent to land prior to doing so.
 - c) Intent to walk across the flight line or onto the runway must be announced prior to doing so. Aircraft stalled on the runway must be retrieved as quickly as safely possible.

10. All aircraft must take-off and land parallel to the runway centerline and according to the prevailing traffic pattern. The traffic pattern is generally determined by the direction of the wind resulting in take-off and landing into the wind. However, if other aircraft are flying the prevailing traffic pattern is determined by their direction of flight over the runway. Cross-runway take-off is permitted for hand launched aircraft or when no other aircraft are flying close to the runway.
11. Landing aircraft must have access to the runway with the following priority:
 - a) Emergency landing
 - b) Dead stick landing and other unpowered aircraft
 - c) All others
12. Simultaneous operation of fixed-wing powered aircraft, helicopters and sailplanes demands extra vigilance and consideration on the part of all pilots. To achieve the most compatible mixed operations, it is recommended that:
 - a) Sailplane launches and flight operations are conducted upwind of, and parallel with, the runway.
 - b) Sailplane landing approach patterns parallel those of powered aircraft.

FIRST PERSON VIEW (FPV) FLYING

1. AMA Rules for flying FPV are contained in AMA Document No. 550. LCAA members are encouraged to read this document in its entirety. FAA requirements regarding maintaining Line of Sight (LOS) are also included in the following items.
2. All FPV flying will be done with a spotter who is the "Pilot in command" using a buddy box.
3. The spotter must:
 - a. Have LOS of the aircraft at all times.
 - b. Decide when it is safe for the pilot using FPV to control the aircraft.
4. Aircraft flying FPV are limited to a flying weight of 55 lbs. and a speed of 70 mph.
5. The FPV pilot and the spotter must be qualified pilots in order to fly at the field.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE RULES, PLEASE CONSULT WITH ANY MEMBER OF THE CLUB'S BOARD OF DIRECTORS BEFORE ATTEMPTING TO OPERATE A MODEL.

Approved by the LCAA Board 3/22/16

CONSTITUTION AND BY-LAWS OF THE RESTON RADIO CONTROL CLUB, INCORPORATED

Doing Business As LOUDOUN COUNTY AEROMODELERS ASSOCIATION

KNOW ALL MEN BY THESE PRESENTS that this is the Constitution and By-Laws of the Reston Radio Control Club, Incorporated, a Charter Club of the Academy of Model Aeronautics (the Academy herein), U.S. Representative for Model Aviation of the Federation Aeronautique Internationale. Reston Radio Control Club does business as Loudoun County Aeromodelers Association.

CONSTITUTION

ARTICLE 1 – NAME

The name of this Club shall be Reston Radio Control Club, Incorporated (the Club herein).

ARTICLE II – PURPOSE

Section 1: The objectives of the Club shall be to promote model aircraft building and flying in the general locale of Northern Virginia and to aid, insofar as possible, the National Program of the AMA and other AMA activities, with a view to the continuing advancement of model aviation in all its phases for the purpose of education, pleasure and recreation on a not for profit basis.

Section 2: All regular and/or special undertakings and activities of the Club shall conform to the policies of the AMA and the regulations of the Organization governing model aircraft contests.

ARTICLE III – MEMBERSHIP

All persons shall be eligible for membership in the Club, provided they meet the qualifications prescribed by the Club as enumerated in the By-Laws of the Club.

ARTICLE IV – GOVERNING BODY

The Club will be governed by a Board of Directors as prescribed in the By-Laws.

ARTICLE V – OFFICERS

The officers of the Club are President, Vice President, Secretary, Treasurer, and Safety Coordinator elected from the Board of Directors by the Board of Directors. The duties of the Board are outlined in the By-Laws.

Approved by the Club Membership 3/8/16

Loudoun County Aeromodelers Association

CLUB BYLAWS

SECTION 1 Membership

- A. Membership in the Club is available to all individuals satisfying the following requirements:
1. Be a Member in good standing of the Academy of Model Aeronautics.
 2. Signify a willingness to adhere to all rules of the Club as they may from time to time be established pursuant to the Bylaws.
 3. Have paid dues for the current period.
- B. A maximum club membership size may be established by the Board of Directors to enhance flying site safety, operational efficiency, and general harmony with the surrounding environment.
- C. Termination in the Club may be accomplished in the following ways:
1. Voluntarily, by resignation, either verbal or written, to the Board of Directors. Members resigning in good standing are entitled to a pro-rata refund of the prepaid portion of their dues.
 2. Involuntarily, due to non-payment of dues (See Section 9), or at the direction of the Board for flagrant continued violations of Club Rules, or of club principles to the detriment of the Club and/or the hobby.
- D. Reinstatement of terminated Members may be accomplished in the following ways:
1. Members who resign in good standing may be reinstated if they can produce a valid AMA license and pay the requisite dues for the current dues period.
 2. Persons dropped from the Membership at the direction of the Board of Directors will not be considered for reinstatement without the approval of the Board.
- E. Exceptional cases of application for or termination of Membership will be clarified by the Board of Directors.

SECTION 2 Board of Directors

The Club shall be governed by a Board of Directors consisting of eleven Club Members in good standing elected from and by the general Membership. Officers of the Club shall be elected by members of the Board of Directors from the Board. Officers are elected for a one-year term.

All Officers shall have voting privileges except the President, who may vote only in the case of a tie vote, in order to break the tie vote.

SECTION 3 Duties of Officers

- A. The President shall:
1. Preside at all Board and General Membership meetings.
 2. Act as spokesperson for the Club.
 3. Appoint Chairmen of all Committees subject to Board approval.
 4. As Chairman of the Board, assure a quorum of six voting members of the Board for any requisite vote and be responsible for proxies.
 5. Authorize emergency or special expenditures not exceeding fifty dollars in any one instance.
 6. Replace Board Members who are unable to fulfill their required duties due to excessive absences, reasons of health and so on. Replacements will finish out the unexpired term of the replaced Board Member. Replacement must be approved by the Board.
 7. Call appropriate executive groups as needed to carry out necessary business. Such group member need not be Members of the Board.
 8. Cast the deciding vote in the event of a tie.
 9. Arrange for a financial audit annually to be done in a timely manner.
- B. The Vice President shall act for the President when he is unable or unavailable to serve.
- C. The Secretary shall:
1. Record the minutes of all Board of Directors and General Meetings of the Club.
 2. Conduct the official correspondence of the Club.
 3. File and maintain:
 - A. Club correspondence, insurance records, and other records.
 - B. All requisite reports pertinent to retaining the Charter Membership in the AMA.
 - C. Official Club documents: Articles of Incorporation, Constitution, By-Laws, and Membership Manual
- D. The Treasurer shall:
1. Collect all monies due, disburse same and keep accurate records of all transactions.
 2. Present a report of all transactions to Board Meetings and be prepared, as required to report at General Meetings of Members. Present an Annual Financial Statement to the Membership within sixty days next following the end of each calendar year.
 3. Keep all Club funds in a Club checking/savings account as approved by the Board.
 4. Keep a record of all Members in good standing.
- E. The Safety Coordinator shall:
1. Act as a safety advisor and resource manager for the club and its members.
 2. Develop, promote, and encourage a climate of safety awareness within the club.

SECTION 4 Election of Directors

The Board of Directors shall consist of eleven members. Each Director is elected for a three year term. Election for the new Board Members will be held at the December General Meeting.

SECTION 5 Election of Officers

The five Officers of the Club (Section 3) are elected by and from the Board of Directors (see Section 2, above).

SECTION 6 Meetings

- A. The General Members shall meet monthly. The President shall give a brief report of Board activities and provide Treasury and Membership reports as appropriate.
- B. The Board of Directors shall meet once each month, or as deemed necessary by the President. It shall be the responsibility of the Board Members to keep abreast of the opinions and ideas of the General Membership in order that Club activities and direction are in the best interest of the Club.
- C. The conduct of the meetings shall be in accordance with regular Parliamentary Procedure per "Roberts Rules of Order."

SECTION 7 Flying Rules

All flying activities under the sponsorship of the Club shall be in accordance with the AMA Safety Code and Club Field Rules. The Board may appoint a special committee to develop special rules as may be appropriate to the Club.

SECTION 8 Dissolution Process

In the event the General Membership of the Club feels the Board is not working toward the best interest of the Club, the Board can be dissolved by a vote in which two-thirds of the General Members in good standing affirm the action. The dissolution vote of the Board shall exclude the current Officers to ensure continued guidance during the period of change. A parliamentary form of government shall be instituted until such time as a new Board is elected or the Club Members choose to change this Constitution and Bylaws and institute a new form a government.

SECTION 9 Dues and Fees

- A. The membership Dues and Fees Schedule shall be presented annually by the Board at a Club meeting no later than October 15. The Schedule shall be publicized in two issues of the Club newsletter and then approved by a majority vote of the Members in good standing attending the meeting in which the vote is taken.
- B. The membership Dues and Fees Schedule shall become effective on the first day of January next following the day the vote is taken, and expire the following December 31st, the same period as

the AMA membership. If the Schedule is not revised or presented, the current Schedule shall be considered approved for the following calendar year.

- C. The membership Dues and Fees Schedule shall include, but not be limited to, new member initiation fees, renewal dues, and dues late-payment fees. Special membership fees and partial year dues may also be included.
- D. No special assessments shall be levied except upon the recommendation of the Board and approval of two-thirds of the Members in good standing.

SECTION 10 Special Funds

The Treasurer is authorized to receive contributions or specially obtained funds from any individual, group, organization or institution to be applied to the general treasury of the Club.

SECTION 11 Amendments

The General Membership shall be notified, in writing (via the Club newsletter or special notice), that amendments will be considered at a General Meeting. Proposed amendments to the Constitution and Bylaws of the Club may be made by any Member in good standing. Amendments to the Constitution will require an affirmative vote of two-thirds of the Members in good standing at the meeting at which the vote is taken. Amendments to the Bylaws will require a majority vote of Members in good standing at the meeting at which the vote is taken.

SECTION 12 Jurisdiction of Incorporation

The Club shall be incorporated in the Commonwealth of Virginia as a not for profit corporation.

Approved by the Club Membership 3/8/16