

**Fort Worth Thunderbirds  
Radio Control Association Incorporated**



**Bylaws**

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **Revision history**

DATE	AUTHOR	REVIEWED BY	NOTES
11/11/2025	C. G. Berardi	Club Membership	New Board member role: Field Manager. Corrected grammar, pagination and numbering.
10/20/2018	C. G. Berardi	Proposed Amendments	Corrections & edits to match constitution
9/25/2017	C. G. Berardi	Club Membership	Reviewed by a quorum of club members
5/02/2017	C. G. Berardi	J. Meadows, W. L. Lake, M. Wells	

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# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **SECTION I GENERAL GUIDELINES:**

This document provides the basic governing principles of the Fort Worth Thunderbirds Radio Control Association Inc. The Constitution and Bylaws can be updated as frequently as required to account for changes in the operating environment such as regulations imposed by the Corps of Engineers, the Academy of Model Aeronautics (AMA) or by the needs of the membership.

The organization's official meetings will be conducted according to "Robert's Rules of Order." The purpose of following Robert's Rules is to ensure meetings are kept on track and successfully completed. As a reference, the following publication is being used by the Board: "Roberts Rules in Plain English," Second Edition, by Doris P. Zimmerman.

- 1) Decision Making by the membership:
- 2) Any item requiring the approval of the membership is put before the membership as a motion. The motion must be seconded before moving forward with a vote. A motion is carried by a simple majority.
- 3) Voting on a motion requires a quorum of the membership. A quorum is defined as the minimum number of voting eligible club members present while the motion is on the floor and is defined in Article V of the Constitution.
- 4) Amendments to the Constitution and Bylaws:
- 5) An update of the document may occur at any time determined by the Board or membership as defined in the Constitution.
- 6) All revisions shall be presented to the membership and voted upon by a quorum of the membership for acceptance.

## **SECTION II. OFFICERS:**

Officers of the Fort Worth Thunderbirds Radio Control Association, Inc. (here forth referred to as "club" or "organization") shall be the:

- President
- Vice President
- Secretary
- Treasurer
- Safety Officer
- Field Manager

The President, Vice President, Secretary, Treasurer, Safety Officer, and Field Manager shall comprise the Board of Directors (herein after referred to as the "Board").

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## **SECTION III DUTIES OF THE OFFICERS:**

This section is not intended to be a complete list of duties. What follows is the minimum required to run the organization.

- 1) The President shall develop the agenda for, and preside at, all meetings and shall act as the club spokesman. The President shall appoint committees as necessary to conduct the business of the club. The President shall serve as chairman of the Board of Directors.
- 2) The Vice-President shall be responsible for the meetings and program arrangements and shall act for the President when the President is unable to serve. The Vice President shall also be a standing member on all committees whose actions affect club policies.
- 3) The Secretary shall keep the minutes of all club meetings and will provide copies for publication in the monthly newsletter.
  - a) The Secretary is responsible for all club correspondence.
  - b) The Secretary shall attend and keep a record of all Board meetings.
  - c) Annually transmit a copy of the membership roster to each member.
- 4) The Treasurer shall:
  - a) Collect all funds due to the club (membership dues, special assessments, donations, fund-raisers, concessions, and event receipts).
  - b) Maintain an account in the name of the club in a federally insured banking institution and will promptly deposit funds as soon as practical after receipt.
  - c) Provide a monthly statement and report on all transactions conducted during the previous month at the club meeting.
  - d) Submit/file Federal tax return annually.
  - e) Submit/file required documentation annually to the State of Texas to maintain non-profit incorporation status.
  - f) Maintain a roster of the club membership with an up-to-date listing provided to the Board each month.
- 5) The Safety Officer shall:
  - a) Review the AMA Safety Code and the club flying site procedures and report any deviations or violations to the Board within 7 days.
  - b) Conduct a monthly safety briefing as part of the club monthly meeting. The safety briefing should educate and inform the membership of safe operating procedures and/or local and national safety issues. The Safety Coordinator may designate an alternate to conduct the monthly briefing if it enhances the safety message.
  - c) When possible, correct deviations from or violations of safety and procedures on the spot.
  - d) Immediately inform the Board of safety issues identified at the club flying site prior to communication with any entity or persons outside of the club. The Board shall determine what external communications are necessary.
- 6) The Field Manager shall:
  - a) Organize resources and personnel with the goal of providing a first class UAS flight facility that fosters the club's purpose stated in Article III of the Constitution.
  - b) Prepare property, tools, and equipment for annual inspection by the Corps of Engineers.
  - c) Inventory and maintain club appliances, tools, and consumable supplies.
  - d) Train and supervise members in the use of protective and safety equipment.

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- e) Ensure powered equipment is serviceable, all safety features are functioning, and personnel are trained in their use per manufacturer's documentation.
- f) Maintain signage in accordance with our multi-year lease agreement.
- g) Advise the membership on necessary investments toward purchase or maintenance of club owned tools, equipment, and property.

### **SECTION IV TERMS OF OFFICE AND ELECTION PROCEDURES:**

The Board is responsible for organizing and coordinating the nomination and voting process. The process regulates the nomination of both Board members and the title of "Thunderbird of the Year."

- 1) Nominees for Board members shall be current members. There is no limit on the number of nominees for each Board position.
- 2) Elected Board members shall serve for one year beginning with the January club meeting.
- 3) Candidates for office shall be nominated no later than the October meeting.
  - a) Candidates can be nominated from the floor, by mail or email if received by a member of the Board prior to the October meeting. Approval for inclusion on the ballot shall be obtained by a second nomination.
  - b) No candidates will be accepted after the October meeting.
  - c) Votes for write-in candidates will not be considered for election to office.
  - d) Associate, Volunteer Service, and Honorary members are not eligible for office.
- 4) To be eligible, all Board member candidates must accept their nomination not later than the October meeting.
- 5) At the October meeting the membership will vote for each of the nominated candidates to be included on the election ballot. Ballots for the general election must include all nominees for each Board position and for Thunderbird of the Year if more than one nominee.
- 6) Any Board position without a nominated candidate can be retained by the incumbent by a simple majority vote at the October meeting.
- 7) The general election shall end by December 1st. When there are multiple candidates for a position, the winner is determined by a simple majority. The ballot may be conducted electronically at the Board's discretion.
- 8) The club President will announce the results at the next club meeting. If a candidate does not receive a simple majority of the vote, a runoff election between the tied candidates shall be held prior to the January club meeting.
- 9) To provide for orderly transition and transfer of records to the new administration, the incumbent Board will remain in office until the day before the January club meeting.
- 10) Board members may be removed from their positions by a quorum of voting members present at any official meeting. Any Board member unable to attend meetings regularly will be removed from office on the third consecutive missed meeting at the discretion of the Board.
- 11) If a Board position becomes vacant, a replacement shall be nominated and voted upon as soon as practical as determined by the remaining Board members. The nominating and voting process should follow the format of the regular annual election.

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- 12) Board members may be re-elected for any number of terms.
- 13) The title of, "Thunderbird of the Year," when there are multiple nominees, is administered in the same manner as for a Board member. If there is a single nominee, the Board can accept the nominee for the award without a vote.
  - a) The nominees must be current club members and are not required to accept their nominations.
  - b) There is no limit to the number of times a member is nominated or awarded the title.
  - c) Thunderbird of the Year awards are optional each calendar year.
  - d) Only 1 Thunderbird of the Year is to be awarded annually.

## **SECTION V MEMBERSHIP:**

This section presents the various membership levels and the rights and privileges for each. Membership in the club may be in any of the 6 categories:

- Individual
- Family
- Life
- Honorary
- Associate
- Voluntary Service Membership, also known as a Gift membership.

At the discretion of the Board, plaques may be purchased and presented to club members who have provided significant service or have been awarded an honor during the year. Among those people receiving plaques the categories are:

- Thunderbird of the Year
- Newly elected Life Members
- Honorary Members
- Others as selected by the membership

### 1) INDIVIDUAL MEMBER:

- a) Defined as an adult paying full annual dues.
- b) Individual members are eligible to participate in all club functions and special voting regarding club issues, projects, or policies.
- c) Individual members shall be a current AMA member if their intent is to fly at the club flying site.
- d) Individual members are eligible for Board positions or service on special committees.
- e) The Individual member is the primary member in a Family Membership.

### 2) FAMILY MEMBER:

- a) Family members are defined as individuals in the primary member's immediate family to include their partner, children, stepchildren or wards of the family.
- b) Children and wards of the family are defined as those people 18 years of age or younger residing in the same household as the individual member.

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- c) A family member is not required to have an AMA membership unless they are actively flying.
- d) Family members are eligible to participate in all club functions.
- e) Only the primary Individual member is eligible to vote.
- f) Only the primary member is eligible to hold a Board position.

### 3) LIFE MEMBER:

Life Membership is awarded in recognition of significant service to the club. It is expected that this award will be offered only to members with both a history of and current involvement in club activities. Life Membership awards are optional each calendar year.

- a) Any current member can nominate a candidate by providing a written rationale to the existing Life Members for their review.
- b) The existing Life Members will recommend the nomination to the Board or decline the nomination.
- c) Upon receiving the recommendation from the Life Members, the Board will vote to approve the nomination by a simple majority.
- d) No more than two Life Members can be elected in a calendar year.
- e) Life Membership does not require any affiliation with the Academy of Model Aeronautics.
- f) Life Members shall have the same rights and privileges as individual members except they are exempt from paying annual dues. However, they are subject to all other assessments.

### 4) HONORARY MEMBER:

The purpose of honorary membership is to recognize individuals in civic or business entities that have demonstrated their support of the Fort Worth Thunderbirds. Honorary Membership is intended to be a temporary award.

- a) Any person may be elected to an Honorary Membership by a quorum of members. A nomination must include a written rationale as justification to be presented to the membership prior to a vote.
- b) Honorary Members are elected by a majority vote.
- c) Honorary membership is limited to a maximum of 5 years and may be curtailed by a simple majority vote of a quorum of members.
- d) Honorary Members are not required to be current AMA members unless they are actively involved in flying activities.
- e) Honorary Members are not eligible to vote.

### 5) ASSOCIATE MEMBER:

- a) An Associate Membership is available to those who are beyond a 50-mile radius of the Fort Worth Thunderbirds flying field.
- b) Associate members are required to pay a fee of ½ the annual Individual Membership club dues.
- c) Associate members are not eligible to vote.
- d) Associate members are not required to have an AMA membership unless they are actively flying.

### 6) VOLUNTEER SERVICE MEMBER:

The Volunteer Service Membership is intended to reward current club members with the gift of 1 year of free Individual membership.

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- a) Any club member performing a valuable service for the club may be granted a free Individual Membership for the year following that service.
- b) The Volunteer Service Membership is awarded by the Board and can be determined at any time.
- c) Is not eligible to vote.
- d) Has all other rights and privileges of an Individual member.

### Termination of Membership Rights and Privileges:

- a) Any member may be expelled from the club for just cause.
- b) A vote of a quorum of members present at any official meeting is needed for an expulsion.
- c) Expelled members will not have the prorated portion of their dues returned.
- d) Any member may resign at any time in writing to the President stating their desire to resign. No proportional share of any unused funds or dues will be refunded.

### Right to Appeal for Expelled Members

- a) The intent to appeal must be submitted to a Board member.
- b) Expelled members shall present their reasons for lifting the expulsion at the next scheduled monthly club meeting.
- c) Discussion/questions are appropriate prior to the final vote.
- d) Expelled members shall not be present when a quorum of the membership takes the final vote.
- e) Expelled members shall be notified of the final decision by the club President.

## **SECTION VI DUES, FEES, EXPENSES:**

- 1) Annual dues shall be set by a majority vote of a quorum of voting members at any official meeting.
- 2) Life, Honorary, Volunteer, and current Board members are not required to pay dues.
- 3) First time members shall pay 100% of annual dues prorated by month beginning the month joined.
- 4) From 1st October, first time members may pay in full and be awarded full membership rights and privileges for the remainder of the year and through the subsequent year.
- 5) Family membership dues are set to the current Individual dues amount plus \$10.00 and covers all members comprising of the primary member, partner, children and wards of the family.
- 6) Annual dues must be submitted in full to the club Treasurer by the end of January. Members with delinquent dues may be dropped from the club and AMA rosters and removed from club communications.
- 7) There shall be no change in annual dues nor special assessment levied on the membership at any time except by vote of a quorum of the membership.
- 8) Payments for AMA charter license, insurance, lease payments and utilities shall be disbursed from the club treasury as necessary.
- 9) Purchases of Equipment and Supplies:
  - a) All purchases must have a receipt.
  - b) Expenditure exceeding \$1,000 must be approved by a vote of the membership.

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- c) Purchases exceeding \$100 must have a receipt retained by the club Treasurer. The receipt can be provided and retained in hard copy or electronic formats.

## **SECTION VII MEETINGS:**

- 1) Regular meetings will be held monthly at a place, time, and date determined by the Board.
- 2) Special meetings of the membership will be held by the decision of at least three of the Board members and the membership must be notified a minimum of five days in advance.
- 3) Board meetings are arranged by either the President or Vice President for the purposes of planning club activities and business direction in preparation for presentation to the membership.

## **SECTION VIII COMMITTEES:**

- 1) Special committees shall be appointed by the President to perform functions essential to the club. These appointments shall be performed at any monthly meeting and require only the approval of the selected members.
- 2) A committee shall consist of a minimum of three members, plus the Vice President, who shall be notified of the purpose and scope of their function as well as of the results expected and the timing to complete the assignment.
- 3) Committees shall provide a written conclusion and recommendations to the Board upon completion.
- 4) Committee reports that are to be furnished to external entities shall be reviewed and approved by the Board prior to transmission.

## **SECTION IX FLYING FIELD:**

- 1) The club leases and maintains a flying field on Benbrook Lake property owned by the United States Army Corps of Engineers. The club is responsible for improvements to the property which now consists of a paved runway, taxi ways, pit area, shelter, frequency Board, protective barriers and other property. The field is open for the use of all members and their guests.
- 2) Access to the field is controlled by the club membership. Members will be provided with a means to access the field as a right of their membership. The first club member at the field can enter and leave the gate open for other individuals to utilize the field. When the last club member leaves the field, it will be the member's responsibility to close and lock the gate behind them. Any non-member still utilizing the field will be requested to move their vehicle(s) outside the gate. Non-members may continue flying; however, the gate will be locked.
- 3) The club reserves the right to close the field to non-club members at any time in support of club activities.
- 4) All flying field safety rules, procedures, and disclaimers are posted at the flying field and on the club website. The posted regulations and disclaimers are considered part of the Bylaws and are to be followed by all members and guests.
- 5) All AMA rules and procedures apply. The club shall develop, with membership approval, additional operating and safety procedures necessary to suit local conditions and requirements. Club rules and procedures shall be

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posted at the club flying facility in a visible and easily accessible location and on the club website. All club members and guest pilots are required to be knowledgeable and compliant with AMA rules and procedures.

## **SECTION X EVENTS AND CONTESTS:**

- 1) Requests for annual events and contests may be submitted at any time during the calendar year; however, it is desirable to have a 90-day notice to allow for coordination, planning, advertising, and sanctioning.
- 2) The event schedule shall be published in the club newsletter, web site and appropriate social media. The club event calendar shall be coordinated and approved by the Board.
- 3) Cash advances or expense items such as raffle prizes, special equipment and food shall be approved by a Board member.
- 4) All club advances and expenses shall be receipted and accounted for at the completion of the event. Expenses and revenue shall be submitted to treasurer not later than 30 days after completion of the event and must include a completed expense report.
- 5) A Contest Director is required for all AMA sanctioned events. Non-sanctioned public events may also be managed by an Event Manager. Non-sanctioned internal club events may be supervised by experienced club members. Contest Directors, Event Managers and club members are responsible for the organization, advertising, conduct of, and financial accountability for their event.

## **SECTION XI FINANCES AND BUDGET:**

- 1) President, Vice President, Secretary, Treasurer and Safety Officer will have signature rights for the club bank accounts.
- 2) Recurring monthly operating expenses shall be projected in advance for the coming calendar year at the March club meeting. Past operating expenses shall be used as a baseline to forecast expenses.
- 3) Each Board member may authorize expenditures of not more than \$500 monthly without Board approval. Receipts for items or services purchased shall be delivered to the club Treasurer not later than the next monthly club meeting.
- 4) Accounts in the name of the club, shall be established at a federally insured banking institution.
- 5) A checking account shall be established and maintained for normal operating expenses. The amount maintained in this account shall not exceed the average operating expenses of the previous two years.
- 6) A reserve account consisting of all monies over and above normal operating expenses will be maintained as a financial reserve for emergency funding. When necessary for operations or special purchases, funds may be transferred from the reserve account to the checking account.

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## **SECTION XII SOCIAL MEDIA AND COMMUNICATIONS:**

Regardless of media format, any publicly viewable media containing the organization name, logo, imagery of the flying site, club activities or other related property is considered under this section. The intent is to positively manage the reputation of the organization and its members.

This section includes but is not limited to:

- 1) The club web site, forums and special interest groups
  - a) Facebook, Instagram, TikTok, etc.
  - b) Email, event flyers, business cards
  - c) Traditional media such as the club newsletter, newspapers and magazine articles
  - d) Podcasts
- 2) The Board will appoint club members who will be responsible for each role such as web master, maintaining an online presence such as Facebook, or for the publication of newsletters, event flyers and all other media.
- 3) All officially sanctioned media production is subject to review and approval by the Board.
- 4) The production and maintenance of media may be delegated by the Board to individuals such as the Newsletter Editor and Web Master. Delegation is subject to periodic review and reassignment of responsibilities to suit the needs of the organization.
- 5) The production and distribution of harmful materials that tarnish the reputation of the club or its members may subject the author to termination of responsibilities, membership and other legal ramifications.
- 6) The club logo and name must follow publishing practices that ensure quality reproduction, placement and quality. The Board members can provide original source material in a variety of formats.
- 7) Published materials shall not include copyrighted materials, video or music unless the required permission has been secured from the copyright holder.
- 8) Images of club members, other individuals or their property shall not be made public without their consent.
- 9) Club communications:
  - a) All Board members are required to have active and monitored e-mail accounts.
  - b) All communication (physical or electronic) outside of the club membership shall be approved by the Board. The club newsletter ("The Pilot's Log") is exempt from this requirement.
  - c) General communication with the membership will come from the Secretary.
  - d) The club's email distribution list will be secured such that any member's request for removal can be honored.

## **SECTION XIII CLUB DISSOLUTION:**

In the event of dissolution of the club, the disposition of all funds in the club treasury shall be voted on by a quorum of the remaining club members. The distribution of the club's funds will be determined by a quorum of the remaining members.