

CONSTITUTION AND BYLAWS

Constitution

MUROC MODEL MASTERS

ARTICLE 1

Name and Purpose

The Muroc Model Masters (MMM) is an organization for the promulgation and enjoyment of the hobby and sport of model aircraft operation. The MMM is Chartered Academy of Model Aeronautics Chapter (AMA) and operates under the safety regulations and insurance protection of the Academy of Model Aeronautics (AMA). The MMM operates as a Private Organization on Edwards Air Force Base, under Air Force Instruction (AFI) 34-223, Private Organization (PO) Program.

The Muroc Model Masters provide an outlet and an educational opportunity for the Airmen and youth living aboard Edwards to start, or to continue, enjoying model aviation and provides an opportunity for them to interface with local citizens having like interests, while simultaneously providing the local citizens an opportunity to interface with Air Force personnel and their dependents.

ARTICLE 2

General Provisions

The Muroc Model Masters operates on a military installation only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.

The membership is liable under the laws of the state of California for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE 3

Officers and Governing Body

The governing body for the Muroc Model Masters shall consist of five (5) officers elected by the general membership, consisting of the President, Vice President, Secretary, Treasurer and Public Relations Officer. The five elected officers make up the Board of Directors and are elected for one year terms.

ARTICLE 4
Membership

Membership in the Muroc Model Masters is open to all Active duty and retired Military and their dependents, all Civil Service and Department of Defense contractors and those civilians expressing an interest in the promulgation of model aviation activities in and around Edwards Air Force Base. Insurance coverage and a sporting license from the Academy of Model Aeronautics (AMA) is required to be obtained and maintained current as a prequalification for membership.

ARTICLE 5
Method of Financing

The Muroc Model Masters will meet its financial obligations through membership dues paid by the general membership. Any fundraising activities conducted will comply with Article 5, Finances and Taxes, of the MMM Bylaws.

ARTICLE 6
Activities

The club's main activity is supporting model aviation in the Edwards area by maintaining the best model aircraft flying sight in the West.

The Muroc Model Masters also support EAFB youth programs with static displays, dual instruction and flight demonstrations. The club supports the Youth Science Week model rocket program by assisting with flight operations and environmental concerns associated with the Rosamond Dry Lakebed.

ARTICLE 7
Meetings and Quorums

The Muroc Model Masters will conduct a general membership meeting on the Second Tuesday of each month to conduct business and keep the membership informed. Normal business placed before the general membership will be decided by a simple majority vote of the members present.

A meeting of the board of directors will be held twice each year, normally in December and July with four board members present considered a Quorum and normal business will be decided by a simple majority vote.

ARTICLE 8
Adoptions and Amendments

No policy changes will be adopted or amendments made to the constitution and bylaws of the Muroc Model Masters without a majority vote of the general membership and will be subject to final review by the installation commander.

ARTICLE 9

Dissolution

In case of the dissolution of the Club, any funds in the treasury at the time of dissolution will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the membership.

ARTICLE 10 Insurance

Current, individual insurance coverage is required for operating model aircraft on/over the Rosamond Dry Lake flying site by the MMM. This insurance is provided by the Academy of Model Aeronautics (AMA) by individual AMA membership each calendar year and is validated by an AMA sporting license for that calendar year. Proof of individual insurance is required each year for MMM membership.

Edwards Air Force Base is covered by AMA insurance, purchased annually by the Muroc Model Masters, AMA Chartered Club # 1737, for model flight operations at the Rosamond Dry Lakebed site during normal MMM/AMA controlled operations.

CONSTITUTION AND BYLAWS

BYLAWS

MUROC MODEL MASTERS

ARTICLE 1 Duties of Officers

1. Duties of Officers:

A. PRESIDENT: The President shall:

- 1) Serve as the leader of the MMM organization, and be responsible for all aspects of club activities. He/she will delegate his/her authority as necessary to the club officers and general membership to accomplish club business.**
- 2) Preside over all general membership meetings.**
- 3) Serve as the Chairman of the Board of Directors.**
- 4) Must be a member of the DoD family.**
- 5) Be responsible for communications with local media, including Edward's AFB Public Relations, on issues concerning the Club.**

B. VICE PRESIDENT: The Vice President shall:

- 1) Perform duties as authorized by the President, and will assume the office of President in the event that the President is removed from office, or has his/her membership terminated for any reason**
- 2) Preside at meetings of the general membership and Board of Directors in the absence of the President.**
- 3) Must be a member of the DoD family**

C. SECRETARY: The Secretary shall:

- 1) Maintain an accurate and complete record of all general membership and Board of Directors' meetings.**
- 2) *Maintain an accurate roster of names, photo copy of picture I.D's, and AMA (Academy of Model Aeronautics) membership numbers of all MMM members.***
- 3) At the direction of the Board of Directors, initiate, receive, and keep copies of all MMM correspondence.**
- 4) File the AMA charter in a timely manner to insure compliance with AMA rules, or ascertain that the charter has been filed by another person appointed by the Board of Directors.**
- 5) Ascertain that the Club is, and that it remains, in compliance with the terms of AFI-34-225 as outlined in the Private Organization Guide.**

D. TREASURER: The Treasurer shall:

- 1) Maintain accurate and complete records and accounts of the Muroc Model Master's finances, including invoices and receipts for all moneys expended.**
- 2) Provide the Club's financial status at each general membership meeting.**
- 3) Through coordination with the club secretary, maintain current records on membership dues.**
- 4) Ascertain that Club is, and that it remains, in compliance with the terms of AFI-34-223 as outlined in the Private Organization Guide.**

E. PUBLIC RELATIONS OFFICER: The Public Relations Officer shall:

- 1) Serve as MMM Newsletter Editor. In this capacity, the PR officer will collect newsworthy articles from the membership, publish a newsletter, and distribute it to the membership. The newsletter will be published monthly, or as determined by the Board of Directors. Flyers for special events may be published as required.**
- 2) Will be responsible for updating the information contained in the flying site frequency board.**

F. SAFETY / ENVIRONMENTAL OFFICER: The duties of the Safety/Environmental Officer shall be carried out by the Club Vice President, acting as the agent of the Board. He or she shall:

- 1) Insure required safety devices are in use at the flying field.**
- 2) Insure proper marking of the runways, pit areas, taxiway, and pilot boxes each spring**
- 3) Insure current safety rules are posted and adhered to at the flying site**
- 4) Insure all pilots and guests adhere to environmental rules and regulations**
- 5) Will be the focal point for any safety or environmental issues.**

G. Duties of the Board of Directors:

- 1) The Board of Directors will consist of the President, Vice President, Secretary, Treasurer, and Public Relations Officer The President will serve as Chairman of the Board.**
- 2) Each member of the Board will have one vote. Motions before the board will be decided by a simple majority vote, except for removal of an officer or director, which will require at least a 75% majority vote.**
- 3) The Board of Directors shall insure that each member in good standing receives a membership card and a copy of the MMM Operating Procedures and Safety/Environmental Rules. A copy of the Constitution and Bylaws will be provided to any member on request. Copies of the Constitution and Bylaws will be maintained on the Club's web site.**
- 4) The Board of Directors shall annually appoint the Flight Instructors for the Club, after ascertaining that each individual seeking appointment possesses the necessary skills and abilities to safely teach beginners how to fly. Instructors must hold Open membership in the Club, and be registered as "Intro Pilots" with AMA.**

ARTICLE 2

Election and Voting.

1. Election and Voting:

- A. Nominations for the positions of President, Vice President, Secretary, Treasurer, Safety Officer and Public Relations Officer shall be made by the general membership during the September general membership meeting of each calendar year. Elections shall be held during the October general membership meeting. All candidates nominated for office must be a member of MMM in good standing.
- B. Elections will be decided by a simple majority vote of the general membership present. Uncontested candidates for office will automatically be elected to that office without a vote

2. Termination of Office:

- A. The Board of Directors shall remove from office any officer or director who is found to be negligent in his/her duties. Such action shall be approved by no less than a 75% majority of the Board. A quorum of directors is required in accordance with Article III, Section B2, excluding the officer in question who cannot vote.
- B. An officer or director who allows his/her MMM membership to be terminated for any reason is automatically disqualified from holding office.
 - 1) Any officer or director may submit a written letter of resignation to the Board of Directors. Officers or directors who wish to resign will notify the Board of Directors two months in advance to allow a successor to be appointed.

3. Filling vacancies:

- A. In the event of the vacancy of the office of President, the vice-president will automatically assume this office. Other vacated offices will be appointed by a majority vote of the Board of Directors.
- B. The newly appointed officers or directors will perform the duties of their new office for the remainder of the current calendar year.

ARTICLE 3

Dues and Fees

1. Dues:

A. Annual dues are charged by membership category:

- 1) Open and Family Membership : \$25.00**
- 2) Junior/Senior: \$10.00**
- 3) Buddy Box Trainee: No Charge**
- 4) Honorary: No Charge**

B. New members joining prior to July 1 of the calendar year shall pay a full year's dues; those joining on or after July 1 of the calendar year shall pay one-half of the full year's dues.

C. New members joining after October 1st have the option of paying one-half of the annual fees for the remaining portion of the year or may elect to pay the full annual fee which will include the next year plus the remainder of the current year.

- 1) The MMM membership card for the following year will not be issued until the AMA card for the following year is presented to the Secretary.**

ARTICLE 4

Standing Committees

1. Fun Fly Committee:

A. Shall Plan, Setup, organize and operate all fun fly events.

B. Shall contact local merchants for support

C. Shall maintain records of events, participants and moneys raised and shall turn over all records and moneys to the Board of Directors.

ARTICLE 5
Meetings

1. General Membership:

A. Purpose. Conduct general business, to approve actions by the Board of Directors requiring general membership approval, and to conduct elections.

B. Meeting Procedures:

1) Meetings will be conducted in an orderly fashion, using Robert's Rules of Order as a guide. The President or his designated representative will maintain order at all meetings.

2) A simple majority of members present is sufficient to pass a resolution, unless otherwise specified in this Constitution.

2. Board of Directors:

A. Purpose: To conduct formal business, and to guide the operation of the MMM organization.

B. Quorum: Four officers including the President, or the Vice President.

C. Meeting Time and Place: The Board of Directors will meet at least twice each year, in the months of December and July in a convenient location. Additional meetings of the Board may be called at the Chairman's discretion.

ARTICLE 6
Finances and Taxes

- 1. Income:** Revenue used to support MMM's activities will be derived from dues paid by the general membership, and from various fundraising activities, which will be coordinated with the services division and the installation commander or his designee who may authorize no more than two events per calendar quarter for fundraising purposes (ie bake sales, dances, carnivals, car washes, or similar functions).
- 2. Expenses:** The Board of Directors will approve all expenditures in excess of \$50.00.
- 3. Taxes:** The MMM will pay all applicable municipal, state, and federal taxes.
- 4. In case of the dissolution of the Club,** any funds in the treasury at the time of dissolution will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the membership.

ARTICLE 7

Insurance coverage

- 1. AMA insurance coverage** is required for operating model aircraft at the Rosamond Dry Lake flying site. This insurance is provided by the Academy of Model Aeronautics (AMA).

ARTICLE 8

Awards, certificates and gifts

- 1. Awards:** Awards of plaques and donations from distributors are given at sanctioned events approved by the Board of Directors.
- 2. Certificates:** Certificates of merit will be presented at either general membership meetings or the annual Holiday Party.
- 3. Gifts:** Gifts are given at the MMM Holiday Party.

ARTICLE 9

Membership Requirements

1. AMA Membership:

- A. AMA membership is a prerequisite for MMM membership. The Board of Directors shall insure each member is in possession of a current AMA membership card. The current AMA card will constitute proof of individual insurance. Lapse of AMA membership is cause for termination of MMM membership.**
- B. Buddy Box Trainees are exempt from this requirement, providing they are flying solely under the supervision of a MMM approved Instructor Pilot who has been designated by the Club and registered with the AMA as an “Intro Pilot”, on the AMA form, with payment of the requisite fee. All AMA rules regarding this category must be strictly followed.**

2. Membership Categories:

- A. Open: For those 19 or over by July 1 of the membership year**
- B. Family: Same as Open except it covers any and all additional dependent family members who hold a valid AMA card and live in the same household.**
- C. Junior: For those under 15 by July 1 of the membership year.**
- D. Senior: For those over 15 and under 19 by July 1 of the membership year.**
- E. Buddy Box Trainee. Any prospective member learning to fly model aircraft is eligible for this category, subject to the rules of the AMA.**
- F. Instructor. This category is identical to Open, except the member must pass a competency flight test given by another instructor, and be certified by the Board of Directors as qualified to instruct other club members and students. In order to instruct “Intro Pilots”, the instructor must hold the AMA endorsement, which will be shown on his/her AMA membership card.**
- G. Honorary: Those individuals who are given special recognition of contributions to the Muroc Model Masters. The Board of Directors will vote on this category of membership annually. Such members shall be required to meet all MMM membership requirements except the payment of Club dues, and are entitled to the same privileges as any other Open MMM member.**

3. *Membership Privileges and Responsibilities:*

- A. A member is considered in good standing if he/she has complied with provisions defined in Articles VI and VIII.**
- B. Buddy Box Trainees shall fly solely under the supervision and direction of an approved instructor, for a period limited to one calendar month, and subject to the rules of AMA.**
- C. Instructors are responsible for all actions taken by students under their supervision. Only Open members can qualify as instructors.**
- D. All members shall comply with the MMM Operating Procedures and Safety Rules when operating model aircraft.**

4. *Membership Term:*

- A. Junior, Open, Family and Instructor membership will be for a period of 1 calendar year, from January 1 to December 31 of that year.**
- B. Buddy Box Trainees will, at the discretion of their trainer, convert to a Junior, Senior or Open membership category and will then begin paying dues in accordance with Article II.D.**
- D. The Board of Directors will review honorary memberships in the month of December each year.**

5. Termination:

- A. Automatic termination. Membership in this organization will be automatically terminated for any of the following reasons:**
- 1) Lapse of AMA membership.**
 - 2) Non-payment of MMM dues. A grace period extending to the second general membership meeting of the calendar year will be provided for dues payment, and the member's flying privileges will be upheld during this period providing he/she is a current AMA member. Non-payment of dues by the conclusion of the second general membership meeting is cause for termination of membership.**
- B. Voluntary. Any member may request their own membership termination in writing to any MMM officer. Such a request will be honored without Board action.**
- C. Discretionary Termination. Membership in this PO may be terminated by a majority vote of the Board of Directors for any of the following reasons:**
- 1) Two safety or environmental violations within one calendar year, as reported by another member, and documented as described in Article IX, Section C.**
 - 2) The Board in determining whether to terminate the membership of the individual will consider any letter of rebuttal offered.**
 - 3) Hazing or harassment of another member of the club. The victimized member must document the incident. The Board in determining whether to terminate the membership of the alleged instigator will consider any letter of rebuttal offered.**
- D. The terminated member will return his/her membership card to the Board of Directors, and flying privileges at the MMM flying site will be revoked.**
- E. No dues will be refunded to any terminated member.**
- F. Reinstatement. The Board of Directors may, at its discretion, reinstate a terminated member if, in the Board's opinion, the reason for termination has been cleared, and AMA and MMM dues are both current.**

Model Operation, Safety and Environmental

1. General: Flying Site Layout:

- A. The runway will be marked approximately East/West to align with prevailing westerly winds, and at least 1000 feet North of Rosamond Boulevard. A pit area will be marked approximately 50 feet south of, and parallel to, the runway. Six pilot boxes will be marked 25 feet apart between the pit area and the runway to minimize possible radio interference from adjacent pilots.**
- B. Rocket Launch positions will be marked as required, and in accordance with the terms of the lease. Launches will take place only from the designated area.**
- C. Control Line Circle will be marked as required, and in accordance with the terms of the lease.**

2. Communication:

- A. Communication with the Edward's AFB control tower is not required during model operations, providing model aircraft remain below 500 feet above ground level (AGL).**

3. Sponsored Guests, Children and Pets:

- A. Sponsored Guests are defined as AMA Members and families who are sponsored and accompanied to the flying site by a MMM member.**
- B. The lakebeds of Edwards AFB are off limits to all unauthorized persons. Therefore all sponsored guests and their families must be accompanied by a current MMM member from-the Rosamond Blvd exit to the flying site and-back.**
 - 1) The sponsoring MMM member is responsible for the conduct of their guests and their adherence to the operating rules and procedures.**
 - 2) If the sponsoring MMM member leaves the flying site all sponsored guests must also leave.**
 - 3) Unsupervised children and pets are not permitted at the Club Flying Site.**

4. Safety Devices:

- A. The safety Officer will insure approved pilot safety devices are installed and in proper order at the start of each flying season.**

5. Environmental:

A. Pilots shall follow all environmental awareness mandates as directed by Wing Bioenvironmental. These shall include the following directives:

- 1) Drivers will use only the designated access route for entry and exit to the lakebed flying site.**
- 2) No vehicles are allowed beyond the marked parking/pit lines. DO NOT drive in the pit area.**
- 3) The Desert Tortoise is an inhabitant of Edwards AFB. All drivers will insure their vehicles are clear of any tortoises prior to moving their vehicle.**
- 4) All pilots will use either a catch tank or a closed loop system to prevent fuel spills onto the lakebed surface.**

**ARTICLE 11
Reporting Violations**

1. Reporting of Operating, Safety, and Environmental Violations:

A. It shall be the responsibility of each member to enforce safety procedures. Any disregard for safety as specified in the MMM Operating, Safety, Procedures shall be reported by letter to the Board of Directors. The letter shall describe the circumstances of the violation, and will be signed, if possible, by two members who witnessed the violation. All violations should be reported even if witnessed by only one member)

- 1) The Board of Directors, upon receiving a Procedure violation letter as described above, shall send a formal letter of reprimand to the offender within 30 calendar days of the incident. This letter will contain the nature of the offense as reported, and afford the offender an opportunity to rebut the allegation. The Secretary shall retain a copy of this letter (if submitted) and rebuttal for a period of one year from the date of the incident. If additional safety violations by the offender are reported within the time period, the offender will be removed from the MMM membership rolls in accordance with Article VIII. Otherwise, the letter(s) will be destroyed one year after the incident.**

**ARTICLE 12
Frequency control**

1. Frequency Control:

- A. Each transmitter in use at the MMM flying site shall have a clearly legible frequency flag and aircraft band flag affixed to it as specified by the AMA. Current AMA recommended narrow band and FCC frequency recommendations and rules are in effect.**
 - B. The frequency board or a transmitter impound may be used to ensure frequency separation during simultaneous R/C model operation by multiple pilots.**
 - C. Before turning on a transmitter, each pilot shall ensure that the frequency used by that transmitter is not in use. This can be verified by checking the frequency board.**
 - D. The pilot's MMM membership card will be attached to the frequency board the desired channel number to reserve that channel. Guests (as defined in B1b3a below) may use their AMA membership card. When finished with the frequency, the member/guest shall ensure that his/her transmitter is turned off, and that his/her membership/AMA card is retrieved from the frequency board.**
 - E. The use of a frequency / pilot box shall be limited to 15 minutes per flight. This will allow other pilots a chance to fly.**
- 4. A transmitter impound will be used during sanctioned events to ensure frequency separation.**

ARTICLE 13 Model Operations

1. *Aircraft Operation Procedures:*

- A. Pilots shall operate their model aircraft in a safe and prudent manner, so as not to endanger any other members or spectators at the flying site, and in accordance with AMA guidelines.**
- B. Ground Operations;**
 - 1) *Caution shall be used while operating model aircraft on the ground. Aircraft will be secured with prop blast pointing towards the runway when performing full power engine checks.***
 - 2) Pilots may taxi a R/C model from the pit area to the flightline, but will carry or push the model from the flightline to the pit area with the engine stopped.**

C. Flight Operations: Radio Control:

- 1) R/C Models: Pilots will only operate airborne R/C models from the designated pilot boxes, with the following exceptions:**
 - (a) NASA flight test operations as described in Paragraph (e) of this Section.**
 - (b) Members performing 3D vertical maneuvers which cannot be flown safely from the pilot boxes. During the execution of the maneuver the pilot may fly from the runway if the following conditions are met:**
 - (1) Must be the only pilot flying.**
 - (2) Must return to the pilot box if any other member wishes to fly.**
- 2) Takeoffs and landings must be made from the marked runway and in the direction of the prevailing wind if possible. The pilot will announce the operation and the direction of flight. Example: "Takeoff, left to right", or "Landing right to left".**
- 3) Model aircraft shall only be operated north of the marked runway area, away from Rosamond Boulevard, and at an altitude of less than 500 ft Above Ground Level (AGL) (clearly visible to the unaided eye). Models will not be flown over the pit area.**
- 4) If a model experiences in-flight engine failure, the pilot will announce; "Dead stick"; and the direction of landing. The pilot will have priority in use of the runway, and all other pilots will keep their models clear of the runway.**
- 5) When a model lands, when the aircraft (and pilot/handler, if applicable) is clear of the runway, the pilot will announce; "Clear of the runway".**
- 6) If a full-scale aircraft is flying in the vicinity, a safety observer will warn pilot(s) who are flying R/C models. Pilots will ensure their R/C model aircraft is north of the marked runway, and are low enough to be clearly visible.**

D. Flight Operations: Control Line Models:

- 1) C/L models will be operated in the designated area only.**
- 2) All spectators shall remain within 50 feet of the access road during C/L operation.**
- 3) Only members directly involved in the model operation are allowed within the circle area.**

E. Flight Operations: Model Rocketry:

- 1) Club members may launch model rockets only from the downwind launch site.
- 2) All rockets shall be built and launched in accordance with the Safety Code of the National Association of Rocketry.

F. NASA Dryden Operations (As per NASA/MMM MOA dated 2 February, 1999)

- 1) NASA Dryden's Test Conductor will assume operational safety responsibility for the duration of all test flights.
- 2) During actual NASA flights, all MMM members will remain clear of the active runway and South of the Pilot line.
- 3) NASA personnel will follow all MMM safety and operational rules when operating aircraft on the ground

ARTICLE 14.

MODEL AIRCRAFT SAFETY CODE

This Article consists of the Official AMA National Model Aircraft Safety Code which is currently in effect, and as it may be amended from time to time. It is published here by reference only; it is available in full from the Academy of Model Aeronautics web site (www.modelaircraft.org, Telephone 800-435-9262) and as published in *Model Aviation*, the official magazine of the AMA. The Safety Code is supplied at least annually to all AMA members.

Attachments:

A. 2008 AMA Safety Code

B. MOA between the Model Masters and NASA

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