



Propstoppers Model Airplane Club BYLAWS



Approved: 10-Feb-2026

1) Article 1 - Name and Location

- a) The official name of the club shall be "Propstoppers Model Airplane Club", aka "The Propstoppers", or "Propstoppers RC Club", hereinafter called the "Club".
- b) The location of the Club shall be Delaware County, Pennsylvania.

2) Article 2 – Purpose/Mission

- a) To acquire, maintain and operate flying sites for the operation of radio-controlled model aircraft by our Club Members.
- b) To promote the flying hobby to others.
- c) To encourage and educate Club Members and others in model aviation.
- d) To promote model aviation at local events and civic activities whenever possible.

3) Article 3 – Membership

a) Prerequisites for Club Membership

- i) Displaying a desire to participate in Club activities.
- ii) Agreeing to abide by all AMA rules and regulations.
- iii) Agreeing to abide by all Club rules and regulations.
- iv) Possessing a current Academy of Model Aeronautics (AMA) membership.
- v) Obtaining the sponsorship of one of our Club Members. This can be done by visiting our flying fields when Club Members are present, attending our Tuesday Breakfast gathering, or emailing the Club to request a sponsor.
- vi) Completing any mandatory FAA requirements (e.g., FAA Drone Registration, completion of training courses like the FAA TRUST, etc.)

b) Membership Application and Club Dues

- i) Persons wishing to join the Club after completing the above prerequisites must fill out an application form (available on the Club's Website, [click here](#)) and pay the current year's dues. The dues will be prorated by quarters (e.g., if joining in the last 3 months of the

year, pay 1/4 of that year's Club dues). Prorated dues are provided only when first joining. All subsequent membership renewals will be full year terms.

c) Membership Proof

- i) An updated Club roster is kept on the Club's Website ([click here](#)). Once the Membership application has been accepted and the dues paid, the Member's first name, first initial of last name, and the last four digits of the AMA membership number is added to the roster to prove Club membership.

d) Annual Club Dues

- i) Dues are determined by the Executive Committee in the fall for the upcoming calendar year.
- ii) Dues shall be based on the projected budget of the upcoming calendar year.
- iii) Dues assessments are sent to Club Members by the Membership Chair in the fall of each year.
- iv) All Members that are 18 years of age and older at the beginning of the Calendar Year are required to pay the full annual Club dues. Members 17 and under are "Junior Members" and are not assessed Club Dues.

e) Resolution of Grievances

- i) Resolution of Grievances against a Club Members shall be in accordance with Article 11.

f) Resignation

- i) Any member in good standing may resign his/her membership by giving written notice to the Membership Chair.
- ii) In the event a member voluntarily terminates his membership, he/she forfeits any claim to a pro-rated return of the annual Club dues.

g) Termination & Disciplinary Action

- i) If any member ceases to maintain membership in the AMA, he/she immediately loses all Club flying privileges and may have his/her Club membership terminated. The termination decision is at the discretion of both the Membership Chair and Vice President.
- ii) The Executive Committee shall have the power to recommend membership termination of any Member for just cause, if such individual willfully commits any act or omission which is a violation of any of the terms of the Club's Bylaws or Rules, the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation. Termination for cause shall be subject to the procedures provided in Article 11 "Grievance Procedure".
- iii) A Member terminated under this provision shall have a prorated portion of his or her annual Club dues refunded. Proration shall be by full months left of Membership (e.g., terminated anytime in November means one month's prorated dues for December will be returned).

h) **Reinstatement**

- i) Terminated Club Members may reapply for membership once any reasons for termination are corrected.
- ii) Reinstatement shall be subject to a majority vote of the Executive Committee. In the event of a tie, the President's vote shall decide the outcome.

4) **Article 4 – Officers**

a) **Elected Offices** - The following are the Club's elected Officers and constitute the Club's Executive Committee:

- i) President
- ii) Vice-President
- iii) Treasurer
- iv) Secretary

b) **Duties of the Elected Offices**

- i) The **President** has the following primary responsibilities, and can delegate them at his/her discretion:
 - (1) Schedule Club meetings, including obtaining locations for the meetings (if in-person) or setting up virtual meetings.
 - (2) Conduct Club Meetings.
 - (3) Oversee the other Elected Officers in their duties.
 - (4) Lead the effort to attain/retain flying sites.
 - (5) Be the spokesperson for the Club when interfacing with other flying clubs, organizations, and the general public.
 - (6) Serve as Chairperson of the Executive Committee. Schedule meetings when necessary to keep the Club functioning smoothly.
- ii) The **Vice-President** has the following primary responsibilities:
 - (1) In the absence of the President, assume the President's duties and responsibilities.
 - (2) Approve the Treasurer's Financial Accounting Process.
 - (3) Perform the Annual Audit of the Treasurer's books. If necessary, appoint another Club Member to assist in this task.
 - (4) Oversee and approve the Membership Chair's Membership Information Privacy Policy and Procedure.
 - (5) Supervise the Grievance Procedure as provided in **Article 11 - Grievance Procedure**.
 - (6) Serve as Chairperson of the Safety Committee (**See Article 7 - Committees**).

iii) The **Secretary** has the following primary responsibilities:

- (1) Record minutes during the Club meetings and amend previous meeting minutes when warranted.
- (2) Maintain the historical Club meeting minutes and make them available for Club Members on-request.

iv) The **Treasurer** has the following primary responsibilities:

- (1) Maintain and execute a written Treasurer's Financial Accounting Process, approved by the Vice President, with the requirements to:
 - (a) Receive and properly account for dues collected by the Membership Chair.
 - (b) Deposit and record dues and other income into a proper Club financial account.
 - (c) Make and record payments for qualified expenses.
 - (d) Balance the financial account and the Financial Statement monthly.
 - (e) Receive and store Club expense receipts, bank statements, etc.
- (2) Maintain monthly a Club Financial Statement that shows income, expenditures, and balances.
- (3) Report the Club's cash balance at the Club Meetings.
- (4) Participate willingly and openly in the Annual Audit (and any ad-hoc audits) of the Treasurer's Financial Accounting Process and the Club Finances.

c) Term of Office

- i) Elected Officers shall serve for 1 calendar year.
- ii) Officers may serve as many terms, consecutive or not, to which they are elected.

d) Office Vacancies

- i) Office vacancies are to be filled for the duration of the calendar year by a simple majority vote of the remaining Elected Offices.

e) Appointed Offices

- i) The following Offices are appointed by, and serve at the direction of, the Executive Committee. A simple majority vote of the Executive Committee is needed for an appointment. In the event of a tie, the President's vote shall determine the outcome.

These Offices may be removed or reassigned at any time. The Executive Committee may, at their discretion, assign more than one Member to share duties and responsibilities for a single Office and/or may appoint one Member to serve in more than one Office simultaneously.

- (1) Membership Chairman
- (2) Safety Officer

- (3) Webmaster
- ii) The Executive Committee can create other ad-hoc Appointed Offices as deemed necessary for the Club.
- iii) Appointed Officers have no term of office. They serve at the discretion of the Executive Committee, and can serve for as short or long as the Committee desires.

5) Article 5 – Meetings

- a) Club meetings are held at the discretion of the President and/or the Executive Committee. They can be held separately or in conjunction with other Club Functions like picnics.
- b) Club meetings can be held in-person or virtually.
- c) Club Members will be notified via the Club Communication Protocol (see Article 9, Section d), with sufficient notice given (e.g., two weeks ahead of the event).
- d) Meetings shall be conducted by the President (or his appointee) in an orderly and inclusive manner that serves the agenda and the Club's Purpose. The (Acting) President may, at any time, elect to temporarily impose procedures in accordance with "Robert's Rules of Order". Similarly, any Club Member present may, at any time during a meeting, move to temporarily impose "Roberts Rules of Order", with a "Second" and a simple majority vote of those Club Members present needed to pass.

6) Article 6 - Record Keeping

- a) The Officers are responsible for maintaining the following records:
 - i) Approved Club Meeting Minutes
 - ii) Records included in the Treasurer's Financial Accounting Process (Monthly Financial Statements, receipts, etc.)
 - iii) Grievance Forms
 - iv) Membership Rosters
- b) The Officers will preserve these Records and pass them forward to successive Officers. The Executive Committee by a unanimous vote can decide to destroy older records that they deem are no longer necessary to keep.

7) Article 7 - Standing Committees

- a) Executive Committee (See Article 4 - Section b)
 - i) Shall serve as the executive head of the organization with responsibility and final authority for the proper management of all organizational actions and decisions.
 - ii) Shall be the final arbiter of internal disputes and the final appeal for Grievances brought forward in accordance with Article XI- Grievance Procedure.
 - iii) Executive Committee decisions shall be by majority vote. In the event of a tie, the President's vote shall determine the outcome.

b) Safety Committee (See Article IV - e - Safety Officers):

- i) Shall manage and perform the necessary activities for maintaining a safe flying environment in all Club activities.
- ii) Shall investigate and make determination in regard to Safety Grievances as provided in Article XI - Grievance Procedures.
- iii) The Vice President shall serve as Chairperson of the Safety Committee.
- iv) The Safety Committee members are the Vice President and any appointed Safety Officers.

c) Temporary Committees

- i) Any Temporary Committees deemed necessary by the Executive Committee shall be announced/appointed by the President via the normal Club communication channels (e.g., email, social media, texts).
- ii) Temporary Committees will have a termination date defined at the time the Committee is named.
- iii) Committees will select a Chairperson from its membership, with responsibility of coordinating/overseeing the work of the Committee and for making periodic reports to the Executive Committee.
- iv) The Club Secretary shall maintain a list of all active Committees and their Chairpersons, and shall include with the Club Meeting Minutes any periodic reports presented by these Committees.

8) Article 8 - Nominations, Elections, and Recall

a) Nominations

- i) Any person running for an Elected Office must be a Club Member in good standing.
- ii) An individual may run for only one office in an election.
- iii) Notification of upcoming nominations and the annual election should be sent to all Club Members via the regular Club communication channels (e.g., email, social media, texts).
- iv) Nominations must be given to the Executive committee by mid-October, either in person or by email. Nominations will close at the end of October.
- v) Nominees can use the regular Club communication channels to share their views and platform before the votes are taken in November.
- vi) The President shall hold a Club Meeting in November, with voting as one of the agenda items. At this meeting, all nominees will be given one last opportunity to reiterate their views, and to answer any questions from the Club Members present.

b) Election

- i) Any electable position that has only one nominee at the November Club Meeting will be automatically filled by that nominee.

- ii) A simple yes/no verbal vote will be taken at the November Club meeting. A simple majority of Members in attendance and in good standing will elect the Officer from the slate of nominees. Absentee or proxy votes at this meeting are not accepted.
- iii) By a vote of a 2/3 majority of the Club Members in good standing at the November meeting, the election can be held by secret ballot using an email-ballots method instead of a verbal yes/no vote. The email-ballots will be sent by the President immediately following the meeting and collected/counted by him/her and the Vice President. Blind carbon copies must be used for the email addresses on these ballots to keep the votes secure and private.

c) **Recall**

- i) Elected Officers can be removed from their Office before completion of the term by a two-thirds majority vote of the Club membership at a Club Meeting. Voting will follow the same rules as the Election of Officers, above.
- ii) Vacant Elected Offices are filled by a simple majority vote of the Executive Committee (see Article 4, Section d). In the event of a tie, the President's vote shall determine the outcome.

9) **Article 9 - Miscellaneous Provisions**

a) **Fiscal Year**

- i) The Club fiscal year shall be the calendar year.

b) **Use of Club Mark and Logo**

- i) The official colors of the Club will be orange, white and black and these should all be used on any Club signs, jackets, insignias, etc.

c) **Standing Rules**

- i) All flying will be in accordance with current AMA regulations and the Propstoppers regulations defined in Amendment 2 "Propstoppers Safety Regulations and Guest Policy".
- ii) Only Club Members in good standing of the Club and their Guests (in accordance with the Club's Guest Policy) are allowed to fly at the Club fields.
- iii) No alcoholic beverages or recreational drugs are permitted at the flying field.
- iv) No-one may fly at the field while taking medications, with or without a prescription, that are normally distributed with a warning regarding impairments to activities such as the operation of a motor vehicle or machinery.
- v) All Club Members are responsible for the condition of the flying field, and must clean up any debris at the end of their flying session.
- vi) All Club Members must carry a valid AMA membership card when flying at our fields. This is needed for both proof of insurance coverage and to check the Member's status on the Club Roster on the Website ([click here](#)). A picture of the AMA card on a phone is acceptable.

- vii) All Club Members must follow the FAA rules and regulations (e.g. Registration of Drones, taking mandatory training courses like TRUST, etc.).
- viii) Any incident where an aircraft crashes in the pit or outside of the field boundaries, or “flies away” must be reported as soon as possible to the Safety Officer or any Executive Committee member.
- ix) If required for the flying field, any aircraft “fly aways” (where an aircraft keeps flying by itself, outside the control of the operator and leaves the field boundaries) must be immediately reported to the local TRACON (phone number 215-492-4123).

d) Communication to Club Members

- i) Emails are the primary notification channel for alerting Club Members about upcoming Club meetings, picnics, elections, and any other Club actions or information. Club Members have the responsibility of keeping the Membership Chair aware of their current email address. If a Club Member does not have an email address, or does not want to be contacted by email, then phone calls to that person will be the primary notification channel.
- ii) Social media (e.g. Facebook), a messaging app (e.g. GroupMe), and the Club’s Website are the secondary communication channel. All three will be used whenever possible in addition to the primary notification channel.

e) Dissolution of Club

- i) The Club may be dissolved with the approval of 2/3 vote of the full membership at a Club meeting. Absentee ballots will be accepted at this meeting.
- ii) If the Club terminates its activities, the remaining Club assets will be identified by the Treasurer, and the Treasurer will divide up those assets equally among the current remaining Club Members in good standing. Alternately, if at the dissolution Club meeting 2/3 of the membership votes accordingly, the Club Assets can be donated elsewhere (e.g., non-profit charity, another flying club, etc.)

10) Article 10 – Amendment of The Club Bylaws

- a) When deemed necessary, the Club’s By-Laws can be amended using the following process:
 - i) A need for possible revision to the Club Bylaws identified by any Club Member which is then passed on to the President for consideration. The President then involves the Executive Committee in reviewing the suggested revisions.
 - ii) If the proposed revisions are deemed warranted by the Executive Committee, a Draft of the proposed new Bylaws will be created by one of the Executive Committee Members (or by a Club Member Designee at the Executive Committee’s discretion).
 - iii) The Executive Committee, the Safety Officer, and the Club Membership Chair will review and comment on the draft.
 - iv) All comments offered by the above will be incorporated as appropriate.

- v) The draft will then be sent to the AMA for their review against the minimum AMA requirements for Club Bylaws. Any changes suggested by them will be considered and incorporated as warranted into the final draft
- vi) The President will email the final draft to all Club Members in good standing (via BCC) . The email will direct members to approve or disapprove the draft Bylaws within a stated period of time.
 - (1) If 2/3 of the voting Club Members vote to approve, the draft Bylaws will be:
 - (a) Officially adopted by the club
 - (b) Will be posted to the website
 - (c) Sent to the AMA for filing.
 - (2) If 2/3 of the voting Club Members vote to not approve, the President will schedule a meeting to discuss how to proceed and this process will start over.

11)Article 11 – Grievance Procedure

a) Purpose

- i) The grievance procedure, when needed, provides a mechanism to enforce existing rules and regulations by providing a progressive disciplinary system.

b) Procedure

- i) Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to Club Officers for consideration by means of a Grievance Form (see Amendment 1, below).
- ii) For purposes of this Article, the term “Grievant” shall refer to the party who is making the complaint. The term “Accused” shall refer to the person who is alleged to have violated policy or procedure.
- iii) At least one other Club Member is required to sign the Grievance Form as a witness.
- iv) This form should be filled out and turned in to the Vice President. In the event that the Accused is the Vice President, then the Grievant should direct the form to the President instead.
- v) Grievances are divided into two basic types and will be processed separately:
 - (1) “Safety Violations” include any behavior or condition under a member’s control that is a direct violation of the Propstoppers Safety Regulations & Guest Policy or which otherwise presents a hazard to the safe operation of Club facilities, events and activity.
 - (2) “Social Violations” include any behavior or condition under a member’s control that may materially affect the ability of another member to safely, equitably and freely enjoy the benefits of membership and is not otherwise covered under Safety Violations above. Examples might be, but are not limited to, rude, discriminatory or disorderly conduct, or disrespect for property or orderly process.

- vi) The Safety Officer (or the Vice President if the Safety Officer is the Accused) will investigate "Safety Violation" allegations and review rules and regulations with all parties, and shall use his/her judgment in recommending action to the Executive Committee.
- vii) The Vice President (or the President if the Vice President is the Accused) will investigate "Social Violation" allegations and shall use his/her judgment in recommending action to the Executive Committee.
- viii) Progressive Violations must occur within a 2-year moving timeframe for the violation escalation process, described below, to be in force. Both Safety and Social Violations will be treated similarly for purposes of this provision.

c) Escalation Process

i) FIRST VIOLATION

- (1) Viewpoints of both Grievant and Accused will be considered.
- (2) The Grievant's name will be disclosed to the Accused.
- (3) A verbal reprimand will be given to the Accused by the Officer, and this will be recorded in the Grievance Files.

ii) SECOND VIOLATION

- (1) The Grievant's name will be disclosed to the Accused.
- (2) The Accused has the right to a written rebuttal, to be reviewed by the respective Club Officer.
- (3) If the Officer so decides, the flying privileges of the Accused may be suspended for no more than thirty (30) days.
- (4) The Club President will notify all Club Members of the suspension via the normal Club Communication protocol, including the name of the Accused.

iii) THIRD VIOLATION

- (1) The Grievant's name will be disclosed to the Accused.
- (2) The Accused has the right to a written rebuttal, to be reviewed by the respective Club Officer.
- (3) If a finding is made against the Accused, the Club Officer will notify the Accused, in writing, and the Club Members, via the Club Communication protocol, that the Club will vote on the possible termination of the accused at the next Club meeting.
- (4) Termination will last for a one-year minimum (or longer if deemed necessary by the Executive Committee).
- (5) A member may be terminated from the Club only upon a two-thirds (2/3) majority vote of the Members present at the Club meeting.
- (6) Voting will be by secret ballot.

- (7) The terminated member may reapply for membership after the expulsion time period has passed.

d) Appeals

- i) Appeals can be made on flying suspensions and terminations.
- ii) The Grievant may submit a written appeal to the Executive Committee within two weeks of receipt suspension or termination.
- iii) The Executive Committee will meet to discuss the appeal, and will then decide the necessary actions.
- iv) A unanimous decision by the Executive Committee is needed to reverse a suspension or termination.

e) Retaliatory Actions

- i) Any Accused Member, who after receiving a Grievance, directs any retaliatory action against the person filing said Grievance or anyone involved with the Grievance, will be subject to immediate expulsion from the Club. This includes threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Executive Committee.

• Date: _____ Time: _____

• Location: _____

• Type of Grievance (Circle one):

- SAFETY VIOLATION
- SOCIAL VIOLATION

• Description of Violation: (Continue on back if necessary):

• Name of the Accused: (please print) _____

• Describe the Grievance in Detail (Continue on back if necessary):

• Name of Grievant (Please print): _____

○ Signature: _____

• Name of Witness (Please print): _____

○ Signature: _____

• Additional Witnesses (not required):

Amendment 2

PROPSTOPPERS SAFETY REGULATIONS & GUEST POLICY

Safety Rules and Regulations:

It is the duty of all Club Members to obey and enforce the rules of the Propstoppers Model Airplane Club and the AMA.

- a) New Club Members who claim to be pilots will be checked out by an experienced Club Member or a Club Officer. New flyers are required to seek help from experienced Club Members until they solo successfully under the watch of an experienced Club Member. New Members must first complete any mandatory FAA training (e.g., FAA TRUST).
- b) Aircraft and equipment must be kept in the designated pit area.
- c) Taxiing into the pit area from runways is prohibited, but taxiing from the edge of the pit area into the runway is permitted. All taxiing shall be limited to the designated taxiways only.
- d) Aircraft on landing approach have priority over all others. Pilots MUST call out for landing approach.
- e) Aircraft experiencing control or engine difficulty have the right of way for landing. Call out when in trouble.
- f) Do not fly over flight lines, the pits, or the spectator area.
- g) Retrieve aircraft from runway as soon as possible. People doing this have the right of way and MUST call out prior to entering the runway.
- h) Make sure spectators remain in proper areas at all times.
- i) Takeoffs are permitted only from the runways.
- j) Active Pilots must stay in the designated areas only.
- k) Park cars in designated areas only.
- l) No more than 5 aircraft are allowed in the air at one time, unless all pilots in attendance unanimously agree otherwise.
- m) All Club Pilots must carry a way to identify themselves to other Club Members. An electronic Club membership card (or printed copy) is one way. An AMA Membership card is another way, which can be used to cross-reference the person with the Club website's roster
- n) All aircraft must meet FAA requirements (e.g., Registration of Drone and display of Registration ID).
- o) If the flying field has a locked gate, the lock policy is: First one in unlocks the gate. Last one out, locks up the gate.
- p) Fuel-powered engine run ups or break-ins for extended periods of time must be taken to an isolated portion of the field away from the pit area.
- q) All fuel-powered engines are required to have a muffler and pass 95dB at 9 feet on a DB noise meter.
- r) Respect allowable flying times and aircraft power/fuel type restrictions for specific fields as posted on the Club Website.

1) Transmitter Frequencies:

- a) All Propstoppers RC Club activities and fields will operate with 2.4 GHz frequency hopping/ spread spectrum radio control systems only.

2) Guest Policy:

- a) Guests are permitted to accompany a Club Member to our fields.
- b) Guests are permitted to fly at our fields only if they are valid AMA members and are accompanied by a Club Member.
- c) Guests must review the Club Safety Regulations with the Club Member before flying.
- d) Guests must demonstrate their flying ability to the Club Member before they are given the OK to fly without further oversight by a Club Member.
- e) Guests are permitted to fly no more than three separate times in total at any Club flying field. After that, they are required to join the Club if they wish to continue flying at the Club fields.