

CONSTITUTION ALASKA RADIO CONTROL SOCIETY, INC.

ARTICLE I Name and Purpose

SECTION 1 - NAME: The name of this organization shall be the “Alaska Radio Control Society, Inc.” otherwise known as ARCS.

SECTION 2 - PURPOSE: ARCS is a private organization whose purpose is to encourage model aviation, including but not limited to the design, construction and flying of radio controlled model aircraft.

ARTICLE II General Provisions

SECTION 1 - AUTHORITY: ARCS is a private organization operating on Joint Base Elmendorf-Richardson (JBER) under the authority of AFI 34-223. It is a self-sustaining interest group operated by people outside the scope of any official position they have with the Federal government. ARCS operates only contingent upon compliance with the requirement and condition of applicable Air Force directives.

SECTION 2 – OBJECTIVES: In order to maintain constancy of purpose, ARCS will establish goals and objectives designed to fulfill the purpose. The broad goals and specific objectives are dynamic and will be reviewed and published annually the Board of Directors. The goals and objectives will be presented to the entire membership during the first meeting of January for voting approval.

SECTION 3 - LIABILITIES: The liabilities of the ARCS are as follows:

- a. OBLIGATION: ARCS shall be a corporation under the Alaska Nonprofit Corporation Act. All liability of the organization rests with the corporation and not with its members. This corporate liability satisfies the provisions of AFI 34-223, paragraph 9.2. Obligations will be for the sole use and benefit of the ARCS. No individual may obligate the ARCS without approval from the membership. If an obligation is made without prior approval, the member will be held liable.
- b. INSOLVENCY: Liability upon insolvency shall be as provided by Alaska corporate law.

SECTION 4 - EMPLOYMENT: Any employment by the organization will not be based on race, color, marital status, age, creed, and national origin, and political affiliation, membership in a labor organization, sex, or physical handicap.

SECTION 5 - FEDERAL, STATE, AND LOCAL LAWS: ARCS will comply with all federal,

state, and local laws governing like civilian activities.

ARTICLE III ***Membership***

SECTION 1 - QUALIFICATIONS: Membership in the ARCS is voluntary and unrestricted with respect to race, religion, color, national origin, or sex. Membership will be extended to any person with an interest in the design, construction and flying of radio controlled model aircraft by completing requirements as specified in the bylaws. Membership is targeted toward members of the DOD family as defined in AFI 34-223.

SECTION 2 - TYPES OF MEMBERSHIP: ARCS membership types will include:

- a. Regular membership is defined as a full active membership. A regular member in good standing shall have voice and vote at all ARCS meetings and activities, full privileges regarding ARCS sponsored functions and full use of ARCS facilities and properties.
- b. Associate membership is defined as one established for the spouse, parent, or child of a regular member. The associate member does not construct or fly radio controlled aircraft as part of ARCS activities. An associate member is not entitled to voice or vote.
- c. Limited membership is defined as one established specifically to allow short term membership for those persons living outside of the area and visiting for a short period of time. The membership may not exceed 30 days. A limited member is not entitled to voice or vote.
- d. Honorary membership is defined as one in which said member does not participate in regular ARCS activities. An honorary member is not entitled to voice or vote.
- e. Lifetime membership is defined as a full active membership for life. A lifetime member shall have voice and vote at all ARCS meeting and activities, full privileges regarding ARCS sponsored functions, and full use of ARCS facilities and property.

Members are required to abide by all rules of the ARCS in order to maintain good standing. Regular membership will be terminated for non-payment of dues, lack of current Academy of Model Aeronautics membership, or misconduct or flagrant disregard of ARCS rules. A request for termination of membership must be presented to the general membership, by an officer, at a regular meeting for approval. A simple majority vote of the membership present is required for termination.

SECTION 3 - FEES AND DUES: ARCS dues shall be as prescribed in the bylaws. Moneys collected shall be used to further the interest of the ARCS. Income will not accrue to individual members.

SECTION 4 - APPLICATION FOR MEMBERSHIP: Membership is open for all individuals who meet the requirements outlined in Article III, Section 1.

ARTICLE IV
Officers

SECTION 1 - DESCRIPTION: ARCS will be governed by a Board of Directors consisting of four elected officers: President, Vice-President, Secretary, and Treasurer. Officers will ensure that ARCS complies with all requirements of this Constitution.

a. PRESIDENT:

- (1) Responsible for enforcement of the Constitution, and all other rules of the ARCS.
- (2) Presides over all meetings of the ARCS.
- (3) Appoints and terminates special working committees as necessary.
- (4) Represents the ARCS at all functions requiring an organizational representative.
- (5) May sign checks in absence of treasurer if designated on the account.
- (6) Acts as Treasurer in his or her absence.
- (7) Appoints a Secretary in case of his or her absence.

b. VICE-PRESIDENT:

- (1) Perform duties of the President in the absence of the President.
- (2) Assumes the duties of the President in the event of resignation or removal of the President.
- (3) May sign checks in absence of treasurer if designated on the account.

c. TREASURER:

- (1) Receives and disburses funds belonging to the ARCS as directed by the voting membership and/or the Board of Directors.
- (2) Collects funds as required.
- (3) Maintains ARCS financial records and membership list
- (4) Presents a financial summary at each membership meeting.

- (5) Maintains the ARCS checking and savings accounts.
- (6) Signs checks.
- (7) Acts as Vice-President in his or her absence.
- (8) Whenever the Treasurer leaves office, the account will be audited by a disinterested third party prior to the new Treasurer taking office.

d. SECRETARY:

- (1) Records proceedings of general membership meetings, Board of Directors meetings, and special meetings called by the President.
- (2) Makes available to the membership copies of Constitution, bylaws, and minutes of all meetings.
- (3) Distributes meeting minutes to all applicable members.
- (4) Provides membership-meeting minutes to the 673rd Force Support Squadron PO monitor.
- (5) May sign checks in absence of treasurer if designated on the account.

SECTION 2 – ELECTIONS:

- a. NOMINATIONS: Officers shall be elected from a slate of candidates submitted by the nomination committee. Nominations may also be made from the floor at the election meeting. Nominees must give consent, in person or in writing, of willingness to serve if elected before elections may be held.
- b. PROCEDURES: The election of officers shall be held as directed in the bylaws.
- c. ABSENTEE BALLOTS: Absentee ballots will be allowed for members who are not present. Absentee ballots must be received by the Board of Directors or designated individual before the general election.
- d. TERM OF SERVICE: Elections will be held at the November membership meeting. The President, Vice President, and Secretary will serve for one year beginning 1 December. The Treasurer will serve for two years.
- e. SPECIAL ELECTIONS: Except for the Presidential vacancy, special elections will be held at the next possible meeting to fill the officer positions. In the event of a Presidential vacancy, the Vice-President will automatically assume the position and hold Vice-Presidential elections.

f. VACANCY APPOINTMENTS: The president may appoint a member to fill an interim officer vacancy to ensure continuity until elections are held.

g. NEW OFFICERS: New officers will consult the 673d Force Support Squadron for guidance and training on local base requirements, procedures, and information that supplements AFI 34-223, if needed.

SECTION 3 - TERMINATION OF OFFICERS:

a. REMOVAL FOR CAUSE: Officers may be removed from office for improperly discharging duties and responsibilities or for actions that discredit the ARCS. A two-thirds vote of the current membership shall be required to remove an officer. Officers being considered for removal will be allowed the opportunity to address the membership.

b. RESIGNATION: Officers may resign by submitting their resignation in writing to the Board of Directors.

c. PCS/PCA Officer Terms are automatically terminated 45 days prior to PCS or PCA.

d. TDY: Members who hold an official capacity and will be TDY longer than 90 days may be required to resign from that office or position. These occurrences will be presented on a case-by-case basis to the membership for determination.

ARTICLE V ***Meetings***

SECTION 1 - TYPES OF MEETINGS:

a. GENERAL MEMBERSHIP MEETINGS: General meetings are held monthly and are the forum for conducting normal ARCS business.

b. SPECIAL MEETINGS: Called by the President, these meetings are used to fill officer vacancies or conduct immediate business that must be resolved before the next scheduled general membership meeting.

SECTION 2 - QUORUM REQUIREMENTS: Seven members and at least one officer will constitute a quorum.

SECTION 3 - TIME AND PLACE OF MEETINGS: Notification of meetings will be made through meeting minutes or as otherwise deemed appropriate by the Board of Directors.

SECTION 4 - PARLIAMENTARY PROCEDURES: Meetings will be conducted according to Roberts Rules of Order and common sense. General membership meetings will include the following:

- a. RECURRING BUSINESS:
 - (1) Introduction of Guests/New Members
 - (2) Review and approval of previous minutes
 - (3) Treasurer's Financial Report
- b. FIELD REPORTS
- c. OLD BUSINESS
- d. ITEMS FROM MEMBERS
- e. NEW BUSINESS
- f. COMMITTEE REPORTS
- g. ADJOURNMENT/NEXT MEETING

Meetings will be adjourned by a motion from the floor and agreement by majority vote of members present.

SECTION 5 - MEETING MINUTES: The Secretary (or designated replacement) will record the contents of each meeting. The minutes, including financial statements, will be distributed to all ARCS members and the Force Support Squadron within two weeks.

ARTICLE VI

Voting

SECTION 1 - GENERAL:

- a. VOTING ENTITLEMENTS: Regular and lifetime members have full voting rights. The President may not vote except in a tie or during an election of ARCS officers.
- b. PASSAGE REQUIREMENT: A simple majority of eligible members present is required for passage.
- c. TIE VOTES: In the event of a tie, the President will cast the tie-breaking vote.

SECTION 2 - SPECIAL VOTING PROCEDURES: Approval of the Constitution, bylaws, or any revision thereof will require a two-thirds majority vote of eligible members present. Removal of an officer for cause shall require a two-thirds majority of eligible members present.

ARTICLE VII

Committees

SECTION 1 – BOARD OF DIRECTORS: The Board of Directors is charged with ensuring compliance with the bylaws of the Constitution. The four officers of the ARCS, with the President acting as Chairperson, will compose the body of the Board of Directors. Duties include:

- (1) Review of all proposed constitutional changes.
- 2) Annual review of charter and bylaws before submitting them to 673 FSS for review.
- (3) May disburse up to one hundred dollars between general membership meetings with the concurrence of the majority of the Board.
- (4) Charged with supervising the annual election of new officers, accepting nominations from the floor and preparing ballots for the November election.
- (5) During the November meeting, the Board will introduce the nominees to the membership. Nominees will be given the opportunity to speak. Afterwards, the Board will conduct the elections.

SECTION 2 - SPECIAL COMMITTEES: Special committees including the nomination committee will be appointed to plan, organize, and execute specific events or projects. The President will appoint the Chairperson of the committee and the remaining committee members must be volunteers.

ARTICLE VIII Fund Raising Activities

Fund raising projects will be voted on and administered by the membership of the ARCS. These events will be coordinated through the Force Support Commander (673 FSS/CC) and approved by the installation commander or designated representative. The organization will not engage in any activities that compete with those of any appropriated fund FSS activity, Army and Air Force Exchange services, or NAFI programs on JBER or are prohibited by AFI 34-223.

ARTICLE IX Accounting

SECTION 1 - RESPONSIBILITY:

- a. ARCS: ARCS shall be responsible for asset accountability, liability satisfaction, and

responsible financial management.

- b. **APPROPRIATED FUNDS/NAFI:** Neither appropriated funds activities nor NAIs may assert any claim to the assets or assume any obligations of private organizations.
- c. **TREASURER:** The Treasurer shall be responsible for the deposit of funds into a checking account with a designated banking facility on JBER.

SECTION 2 - FINANCIAL STATEMENTS: The Treasurer will maintain a monthly financial statement and present the status of all financial transactions and current balance, at each regular meeting of the ARCS and submit a copy of monthly financial statements to 673 FSS Private Organization monitor.

SECTION 3 - AUDIT REQUIREMENTS: The account will be audited prior to the installation of a new Treasurer or when the membership deems necessary. The audit will be performed by a disinterested party with no ties to the ARCS officers. If gross annual revenue is \$5,000 or more, an annual financial statement will be submitted to the installation commander or his representative. If gross annual revenue is more than \$100,000 and less than \$250,000, an annual review by a public accountant is required. If gross annual revenue is \$250,000 or more, an annual review by a certified public account is required.

SECTION 4 - SELF-SUSTAINMENT: The organization must be self-sustaining.

SECTION 5 - CHECKS: All checks for ARCS expenditures will be signed by the Treasurer or other officer if designated at the banking facility.

ARTICLE X

Revision and Approval of Charter

Suggested revisions to the charter may be submitted as new business at any scheduled ARCS meeting. Upon approval by a two-thirds majority of members present, the charter will be amended to reflect the change. The charter will then be effective upon signature of the President of the ARCS. The charter will be forwarded to the 673d Force Support Squadron for review and staffing through 673ABW/JA, with final approval by the installation commander or appropriately delegated approval authority.

ARTICLE XI

Dissolution

In case of dissolution of the ARCS, written notice will be given to the 673d Force Support Commander. Whatever funds are contained in the Treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. Membership will determine how to dispose of the remaining balance of the assets.

ARTICLE XII
Insurance Coverage

All members must be covered by a current policy of liability insurance. This requirement will be met by maintaining an active membership in the Academy of Model Aeronautics which automatically covers each member with liability insurance for his or her operation of radio controlled model aircraft. There shall be no exceptions to this requirement. ARCS shall purchase a minimum of \$2,500,000 of primary liability insurance coverage naming JBER as additional insured.

ARTICLE XIII
Annual Review

SECTION 1 - REVIEW IN ACCORDANCE WITH AFI 34-223: Each organization is required to undergo an annual review by the 673d Force Support Squadron to determine if its constitution, bylaws, or other organizational documents, prescribing membership provisions and purposes, still apply. The date of this review will be one year from the date of establishment or date of review.

SECTION 2 – 673d FORCE SUPPORT SQUADRON NOTIFICATION: In accordance with AFI 34-223, ARCS must provide the 673d Force Support Squadron with:

- (1) Copy of the Constitution and Bylaws.
- (2) Copy of Insurance.
- (3) List of Current Officers (including phone numbers, & Email addresses).
- (4) Copies of meeting minutes.
- (5) Copies of financial statements.
- (6) Copies of tax exempt status documents.

Failure to comply with AFI 34-223 will result in recommendation for dissolution.

This charter was approved by a majority of the ARCS and became effective November 1, 2011.

//Signed//

MARK S. BENDERSKY
President, ARCS

1st Ind, 673 MSG/CC

MEMORANDUM FOR

Approved/Disapproved

EDWARD W. THOMAS, JR
Colonel, USAF
Commander