*Constitution and Bylaws of the Radio Control Club*

**ARTICLE I – Name and Organization**

Sec. 1. The name of this organization shall be the Radio Control Club. This may be abbreviated as “RCC” or extended to “Radio Control Club.”

**Article II – Purposes and Objectives**

Sec. 1. The Radio Control Club is a student-run, non-profit organization dedicated to the educational pursuit of radio-controlled (RC) hobbies, including but not limited to RC cars, drones (with FAA permission)/ university permission, planes, boats, and related activities. Our purpose is to foster a welcoming environment for enthusiasts of all skill levels, promote safety, and encourage community engagement in radio-controlled hobbies.

**ARTICLE III – Statement of Compliance**

Sec. 1. The Radio Control Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Sec. 2. The Radio Control Club agrees to annually complete President’s and Treasurer’s Training.

**ARTICLE IV – Non-Discriminatory Statement**

Sec. 1. Iowa State University and the Radio Control Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.”

**ARTICLE V – Membership**

Sec. 1. Membership is open to any ISU student (Regardless of Major), alumni, staff or faculty member who has an interest in Radio Controlled Vehicles or the industry. Radio Controlled ownership is helpful, but not required. For status and funding, non-student membership is limited to 20%.

Sec. 2. Application for membership of the Radio Control Club must be done online using the club membership application form, accompanied by semester dues.

Sec. 3. Each individual shall be notified of acceptance for membership within one week of submitting an application. The individual will be notified through email which will include official membership  documentation.

**ARTICLE VI – Executive Board**

Sec. 1. The management powers of the Radio Control Club shall be vested in the Executive Board.

Sec. 2. The Executive Board shall include the following elected officers: President, Vice President, Public Relations, and other such officers as approved by the club.

Sec. 3. A schedule of regular meetings of the executive board shall be decided on within fourteen days after the beginning of the academic year. Special meetings may be called by the president.

Sec. 4. In the event that an officer resigns or, for some other reason, cannot discharge his/ her duties, the executive board shall vote, and with a ¾ vote, the said person shall be asked to resign his/her position. An election shall be held at the next regular meeting of the club to replace the position. The Vice President would then succeed the President; a new Vice-President would then be selected.

Sec. 5. The officers of the Radio Control Club must meet the following requirements:

*(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.*

*(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.*

*(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."*

**ARTICLE VII – Duties of the Executive Board**

**President**

Sec. 1. The President shall be the chief executive of the club and of the executive board and shall preside over all meetings, functions, and activities of the club and the Executive Board, not being led by an event officer.

Sec. 2. The president shall see to the enforcement of the objectives and purpose of this organization.

Sec. 3. The President shall coordinate, direct, and manage the business functions and activities of the club as required to ensure continuity and success of the club and the club objectives.

Sec. 4. The President shall inform the Vice President when the President is unable to preside over any club meeting, function, or activity.

Sec. 5. The President shall oversee and help maintain all social media accounts and the club website.

Sec. 6. During club events, the President shall serve as one of the Risk Management Officers.

**Vice President**

Sec. 1. The Vice President shall perform the duties of the President in case of absence or inability of the latter.

Sec. 2. The Vice President shall serve as the Activities Coordinator and be held responsible for scheduling, planning, and ensuring proper arrangements are made for all club-sponsored activities and events, including reserving rooms and areas for conducting general and executive meetings.

Sec. 3. The Vice President shall act as the liaison to the club Advisor(s) serving as the primary point of contact between the clubs Executive Board and the clubs Advisor, conveying relevant information and seeking guidance as needed.

Sec. 4. During club events, the Vice President shall serve as one of the Risk Management Officers.

**Treasurer**

Sec. 1. The Treasurer shall receive, record, and report all monies or property donated to, paid to, or owned by the club.

Sec. 2. The Treasurer shall keep an account of all receipts and disbursements so that a statement of the financial condition of the club is available upon request by the officers or general membership.

Sec. 3. The Treasurer shall Maintain an up-to-date membership list available upon request by any member of the Executive Board.

Sec. 4. The Treasurer is responsible for holding the club’s purchasing card p-card(s) and assigns additional p-cards(s) to other designated club members.

Sec. 4. During club events, the Treasurer shall serve as one of the Risk Management Officers.

**Public Relations Officer**

Sec. 1. The Public Relations Officer shall oversee club communication, ensuring club members are kept up-to-date with information regarding club meetings and activity dates, times, and locations.

Sec. 2. The Public Relations Officer shall help manage social media accounts and the website alongside the president.

Sec. 3. The Public Relations Officer shall promote the club’s activities to the University community and the public.

Sec. 4. The Public Relations Officer shall serve as the Head Risk Management Officer responsible for safety documents and the following:

[a] Help minimize potential risks for club activities.

[B] Recommend risk management policies or procedures.

[C] To submit documentation to ISU’s Risk Management Office and,

[D] To ensure that proper waiver and background checks are on file with Risk Management for events (if applicable)

**Removal of Officers**

Sec. 1. Officers can be removed from their position by a vote of the Executive Board.

Sec. 2. Grounds for removal include, but are not limited to, failure to uphold the responsibilities
of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
Sec. 3. Any club member may initiate the impeachment process by bringing a written request for
removal and reasons for removal to the highest-ranking officer not in question for removal.

* The officers will hold a special meeting with the Advisor to deliberate.
* The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all members of the Executive Board to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote.
* Officers will vote by ballot.

Sec. 4. Officers can be removed from their position by a majority vote of club membership
present at the voting meeting.

* Voting will be conducted by secret ballot at a general meeting.
* The vote will be announced at least one week prior to the meeting.
* The voting method will be an anonymous virtual form or secret paper ballot
(method decided by officers).

Sec. 5. The officer in question must be provided a summary of the reasons for removal at least
one week in advance of the vote.
Sec. 6. The officer in question will be allowed to speak to membership before voting occurs.

Sec. 7. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
Sec. 8. The officer in question may attempt to appeal the results of the vote by contacting the
Advisor of the organization and submitting a written statement. The advisor must respond
with their decision within 10 days. No secondary appeals will be permitted.

**Officer Replacement**

Sec. 1. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.

Sec. 2. Special elections must follow the same format as annual elections, outlined under Article XI – Elections.

Sec. 3. If no candidates come forward for the position, the officers of the Executive Board may appoint a general member to the position with the member’s approval.

**ARTICLE VIII – Duties of Advisor**

Sec. 1. The Advisor shall see to it that officers renew club registration annually with Student Engagement.

Sec. 2. The Advisor shall be responsible for providing mentoring, direction, and support to the Executive Board and club members.

Sec. 3. The Advisor will be selected by the officers of the Executive Board.

Sec. 4. The Advisor will serve at his or her leisure while he or she is at Iowa State University. The Advisor shall serve as long as they please unless impeached.

Sec. 5. Any Advisor may be removed from office for cause by a ¾ majority vote of members present at a business meeting following a discussion of the cause. The person who is impeached is allowed to speak and/ or be present at the final vote.

Sec. 6. A replacement Advisor will be selected by the Executive Board by a special election which must occur within one week of the position being vacated.

Sec. 7. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.

Sec. 8. If the selected candidate declines, the officers of the executive board will repeat steps 6-7.

         Reasons for removal

-          Not being active in the club.

-          Not wanting to participate in club activities.

-          Not fulfilling duties outlined in the constitution.

 **ARTICLE IX – Finances**

Sec. 1. In the event that the Radio Control Club is dissolved, all monies shall be held by the advisor until the club restarts, or until the advisor resigns from Iowa State at which time the monies will be donated back to the Student Engagement office.

Sec. 2. "All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."

Sec. 3.  The Radio Control Club may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership. Dues shall not exceed $40.00 per academic year. Dues must be paid by four weeks into the semester. The Vice President shall maintain all financial records and shall countersign with the president for all organization transactions.   **ARTICLE X – Meetings**

Sec. 1. Regular meetings shall be held at such times and places determined by the Executive Board.

Sec. 2. The Executive Board may postpone regular meetings or call special meetings when its judgment, such as an action, is in the best interest of the club. Members must be notified at least one week in advance through email of time, place, and purpose of the special meeting.

Sec. 3. The order of business for special meetings to be followed by the club shall be:

* Call to Order
* Officers Reports
* New Business
* Old Business
* Advisor’s Comments
* Other remarks
* Adjournment

Sec. 4. The order of business for regular meetings to be followed by the club shall be:

* Call to Order
* Safety Briefing (Including Operating Boundaries for Drive Days)
* Operation/ Modification of Remote Controlled Vehicles
* Return of any Borrowed Equipment (Cars, Batteries, Tools, Etc.)
* Adjournment

**ARTICLE XI – Elections**

Sec. 1. Officers shall be nominated at the second to last meeting of the spring semester unless a position is being held for only a term, then for the second to last meeting of the fall semester. Elections will be held at the last meeting of the spring semester. Nominations for these officers must be accepted by the floor one meeting prior to voting and only due-paying members shall be nominated for office.

Sec. 2. Elections shall be held by ballet. Only Dues paying members shall be allowed to vote.

Sec. 3. A simple majority is required to elect officers to the executive board.

Sec 4. All elected officers will hold their term for two semesters (one school year).

**ARTICLE XII – Adoption of Bylaws**

Sec. 1. This Constitution and Bylaws shall become the constitution and bylaws of the Radio Control Club at Iowa State University.

Sec. 2. Notification of proposed changes to the Bylaws of the Constitution shall be made through e-mail to all registered members at least two weeks prior to a meeting at which changes in the Bylaws are to be considered.

Sec. 3. Bylaws may be changed by a majority vote of the members present at the scheduled meeting as well as the votes of absent members who e-mail their vote to the President. All e-mail absentee ballots must be received no less than (1) day before the meeting in which the proposed Bylaw change is to be voted on by the membership. The President shall include e-mail ballots after tallying the votes of those present and summarize the results for the record at the same meeting.

Sec. 4. Amendments and Ratifications to the Radio Control Club Constitution or Bylaws will promptly be submitted to Student Engagement within 10 days after being voted on.

Sec. 5. Amendments or changes to the Bylaws shall note the date of change after the respective bylaw, e.g. "[6/30/2024]".

**ARTICLE XIII – Conduct and Gear**

Sec. 1. Any member of the club may be dismissed from a club meeting or activity as a result of inappropriate behavior. The member shall be warned concerning such inappropriate conduct by an Executive Board member. The following shall be the basis for, but not limited to, inappropriate behavior and disciplinary measures:

1. Unsafe driving habits, including operating a remote controlled vehicle outside of designated areas, especially any which jeopardizes the safety of other persons.
2. Obnoxious behavior that is detrimental to the image of the club.
3. Harsh treatment of borrowed remote control vehicles, tools, batteries, etc.
4. Failure to return borrowed equipment.
5. Violation of any other rules as outlined in the statements of this Constitution.

Sec. 2. Ratification of Executive Board recommendations for disciplinary action will be ratified by a ¾ majority vote of the club members in attendance at a regularly scheduled meeting.

**ARTICLE XIV – Non-Member Guests**

Sec. 1. Non-Member radio control enthusiasts are welcome at general meetings and social gatherings.

Sec. 2. Guests must agree to abide by the club rules and standards of conduct.