



Lake County Modelers & Flyers Assn.
PO Box 398
Baldwin, MI 49304



LAKE COUNTY MODELERS
AND FLYERS ASSOCIATION
(LCMFA)

POLICIES AND PROCEDURES
MANUAL

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LCMFA

Policy No. 1.2019

Subject: Bereavement Policy

Article: Article VIII– Miscellaneous

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Section D

Effective: March 18, 2019

Signature:

Revised:

1. **PURPOSE**

To establish a policy for donations made in memory of an organization member or organization member's spouse.

2. **POLICY**

Upon being notified of the death of an organization member or organization member's spouse, the Board shall send a sympathy card to the member or spouse along with a \$20 donation, along with a statement that the donation made by the Organization may be donated to a charity of their choice or be used in a time of need.

LCMFA

Policy No. 1.2021

Subject: Camping

Article: Article VIII – Miscellaneous Provisions

Page 1 of 1

Section:

Effective: November 2021

Signature:

Revised: January 10, 2024

1. PURPOSE

To establish a policy to allow camping.

2. POLICY

- A. Camping is allowed between events by organization members only. Non-members may only camp during organized events and only if participating in the event.
- B. The RC Park is only to be used when organization members are either flying or operating RC cars during the day, etc.

3. PROCEDURES

- A. The RC Park is NOT a substitute for using commercial campgrounds. For example, camping will be allowed from the day before an event until the day following the close of the event.
- B. Camping in the Main Event Area is allowed in designated areas.
- C. Camping in the Turf Runway and car area is allowed in designated areas.
- D. Campers must take all their garbage with them when they leave.
- E. Campers must take all black and grey water with them when they leave.
- F. Campers may obtain water from the potable well only if they are briefed on operation of the electrical power source or if the power source is already energized.
- G. Camping fees will be established at the January Annual Meeting.

LCMFA

Policy No. 4.2023

Subject: Organization Member Expenditures

Article: Article VIII

Page Number of Pages: 1 of 1

Section: Section E

Effective: January 10, 2024

Signature:

Revised:

1. **PURPOSE**

To establish a limit on expenditures by organization members without prior Organization Board approval.

2. **POLICY**

- A. Any expenditure over \$100 for a specific purchase must have prior organization board approval before purchasing the item.
- B. Bills submitted for reimbursement must include an itemized receipt.

LCMFA

Policy No. 5.2023

Subject: Conflict of Interest

Article: Article XIII

Page Number 1 of 3

Section: Sec. C

Effective: January 10, 2024

Signature:

Revised:

1. PURPOSE

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2. DEFINITIONS

- A. Interested Person - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- B. Financial Interest - A person has a financial interest if the person has directly or indirectly, through business, investment, or family:
 - 1.) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
 - 2.) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - 3.) A potential ownership or investment interest, ~~in~~ in, or compensation arrangement with, any entity or individual with which the Organization is ~~negotiation~~ negotiating a transaction or arrangement.
- C. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- D. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. PROCEDURES

A. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

B. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest

- 1.) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- 2.) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- 3.) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- 4.) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine, by a majority vote of the disinterested directors, whether the transaction or arrangement is in the ~~Organization's~~ Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflict-of-Interest Policy

- 1.) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- 2.) If, after hearing the member's response and making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose ~~and~~ an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the person who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

5. PERIODIC REVIEWS

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and service, further its charitable purposes, and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

6. USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Procedures #5, The Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring period reviews are conducted.

LCMFA

Policy No. 1.2023

Subject: Diversity

Article: VIII

Page 1 of 2

Section:

Effective: January 10, 2024

Signature:

Revised:

1. PURPOSE

To establish a policy on diversity.

2. POLICY

- A. Lake County Modeler and Flyers Association (LCMFA) is committed to a diverse, inclusive, and equitable environment where all board members, staff, volunteers, and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias.
- B. LCMFA is committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work.
- C. LCMFA respects the value that diverse life experiences bring to our board and leadership, and we strive to listen to their views and give them value.
- D. LCMFA is committed to modeling diversity, inclusion, and equity and maintaining fair and equal treatment for all.
- E. LCMFA's board's philosophy provides informed leadership for diversity, inclusion, and equity including:
 - 1.) Striving to see diversity, inclusion, and equity in connection with our vision and mission for the benefit of those we serve.
 - 2.) Recognizing and addressing inequities in our policies, programs, and services.
 - 3.) Updating and documenting progress on our diversity, equity, and inclusion practices.
 - 4.) Investigating underlying assumptions that interfere with our diversity policy.
 - 5.) Identifying systemic inequities that impact our work at the board level and addressing them according to this policy and in accordance with our mission.

- 6.) Challenging commonly accepted notions about what constitutes strong leadership within our organization.
- 7.) Being transparent about diversity in all our interactions. Dedicating time and resources to expanding greater diversity within our board and leadership positions.
- 8.) Leading with respect and tolerance and we encourage all employees and volunteers to express this in their work within our organization.

3. PROCEDURES

LCMFA shall abide by the following action items to promote diversity, inclusion, and equity in our work:

- A. We will create new learning opportunities and formal, transparent policies as we strive for cultural competency throughout our organization.
- B. We will strive to conduct or identify research related to equity so that we can make progress in the area of diversity, inclusion, and equity .
- C. We will take action to improve diversity, inclusion, and equity in our board and leadership positions.
- D. We will identify resources for our underrepresented constituents by networking with other organizations that are also committed to efforts for diversity, inclusion, and equity.
- E. We will develop internal resources that demonstrate our commitment to diversity, inclusion, and equity and present them to our members and members of our community.
- F. We will advocate for public and private policies in the public sector that promote diversity, inclusion, and equity and we will challenge systems and policies that describe inequity, disparity, and oppression.

LCMFA

Policy No.	1.2018	Subject: Dues
Article:	Article III – Dues	Page 1 of 3
Section:	B	Effective: May 8, 2018
Signature:		Revised: January 13, 2021, January 10, 2024

1. PURPOSE

To establish dues for membership in LCMFA.

2. POLICY

A. Dues

New Membership Initiation Fee \$50 (*One-time payment for new members.*)

Individual Membership & Renewal w/o work hour credit - \$50

Family Membership & Renewal w/o work hour credit - \$75 (*Spouses, significant others & immediate family members under 18 years old*)

Senior Membership & Renewal w/o work hour credit - \$40 (*65 years or older*)

Youth Membership & Renewal w/o work hour credit - \$20 (*Requires Youth AMA Membership*)

B. Credit for hours worked apply towards next year's dues: 10+ hours = 50% 5 Hours = 25% (Form attached)

C. The initiation fee is waived for members who are current members for 2023 and AMA Youth.

D. Any exceptions (e.g. Exceptions for Disabled Veterans, unique fiscal constraints, etc.) to the rate for dues must be approved by the Board.

E. Late Payment of Dues

Renewal dues paid after April 1 are subject to a \$20.00 late fee only but not an initiation fee.

F. New Member Dues Paid after October 1

New members who join the club after October 1 shall have their dues apply to the following calendar year

3. PROCEDURES

A. The secretary and/or treasurer will maintain a worksheet that will reflect credit hours worked.

B. Unpaid Member Removal Process

- 1.) In May of each year, during the Board Meeting, the Treasurer will present to the Board a compiled list of members who have not paid their annual dues. The President will contact these members by email, phone, or written notice to these members, stating that they have until June 1 to pay their annual dues and late fee.
- 2.) In June of each year, any member who has not submitted their annual dues will be removed from the membership roster and communication lists. The President shall notify the involved member of these actions. and that they no longer have unlimited access to the RC Park. Past members may still attend events and evenings open to the general public.

Attachment 1 – Hours Worked Record

Name	Date	Hours Worked	Project Worked

LCMFA

Policy No.	2.2018	Subject: Funds Beyond Dues Collected
Article:	Article III – Dues	Page 1 of 1
Section:	B	Effective: May 8, 2018
Signature:		Revised:

1. PURPOSE

To establish a policy for funding of LCMFA beyond dues collected.

2. POLCY

Projects requiring funding beyond the limits of the organization's current funding capability are to be handled on a case-by-case basis. (e.g. donations, grants, or voluntary distributions from membership, etc.)

LCMFA

Policy No. 6.2023

Subject: Grievance Issues

Article: Article X

Pages 1 of 3

Section:

Effective: January 10, 2024

Signature:

Revised:

A. PROCEDURE PURPOSE

This procedure provides a mechanism to enforce existing safety and other rules in a timely manner by providing a timely progressive corrective system, when needed. Although the goal is to handle most complaints informally, if a complaint is serious or cannot be resolved informally, the matter should be documented and referred to the Board President or a Board Member in the President's absence for consideration. The initiator and at least one witness are required to sign the grievance form. The Board President shall conduct a timely Board Meeting of not less than five board Members to identify a resolution to the grievance.

B. GRIEVANCE PROCESS

1. A grievance is submitted in writing to the President. (See attached Grievance form). The Form's description shall provide adequate description of the grievance and shall be signed by the initiator and one witness.
2. President or Vice-President convenes a board meeting within 7 days to resolve the grievance. The affected parties may attend the meeting.
3. The board listens to any involved parties' information presentations(s) and determines a resolution on how to address the problem. The board may ask for a closed meeting to discuss the issue(s) and determine the resolution(s).
4. The board implements the resolution(s).
5. The board's resolution to the grievance process is final.

C. TIMELY RESOLUTION TO SIGNIFICANT SAFETY CONCERNS

1. If a grievance occurs on the field or any place where a significant safety compromise exists or is about to exist, any person-in-charge, board member, Contest Director (CD) or Event Manager (EM) has the authority to take any action up to and including

directing the involved participant(s) immediately offsite. If a participant refuses to leave when directed, 911 is called and the participant is removed. Then, the involved person-in charge, board member, CD or EM initiates the above grievance process. A board member is to be immediately notified.

2. Refusal to comply with a request to leave the site shall result in immediate suspension of an offending member's membership and may result in permanent revocation of membership. Once removed from site, that member or participant is not allowed back onsite until the board implements the resolution.

D. EXPECTED PARTICIPANT BEHAVIORS

1. Meeting and field activity participant behavior shall remain non-disruptive. All participant input shall remain on subject and be presented in a professional manner.
2. If professional behavior cannot be maintained, the offending participant(s) should consider leaving the room or site before causing a significant incident.
3. Participants shall not come to meetings or be flying at the field while intoxicated. After meetings and after the models are put away while on the field, participants may consume intoxicants. But member behavior must still meet the above behavioral requirements.
4. Members are expected to use the above grievance procedure in lieu of any other aggressive or other disruptive behavior to address the grievance. Non-members may also use this grievance procedure.
5. If a conflict occurs, participants are expected to follow this policy or leave the meeting or site immediately.

Grievance Form

Date: _____ Time: _____

Description of Grievance: * _____

Name of Initiator: _____ Signature: _____

Name of Witness: _____ Signature: _____

Date of Board Meeting: _____ Board Decision: * _____

President's Signature Date

Second Board Member Signature Date

*Additional pages may be attached if needed.

LCMFA

Policy No. 2.2023

Subject: Ground Rules

Article: VIII. Miscellaneous

Page 1 of 1

Section:

Effective: January 10, 2024

Signature:

Revised:

1. PURPOSE

To establish rules for protection of the airport.

2. POLICY

A. Do NOT drive motorized vehicles on the runways. If a runway needs to be crossed by a vehicle, stop at least 25' before the runway and ensure no crewed aircraft is approaching. If no crewed aircraft is approaching, after stopping, you may cross the runway.

B. Do not drive across turf RC runways or onto the RC car track with full-sized vehicles.

C. When RC aircraft are being operated (i.e. motors and engines rotating and/or flying,) Spectators are to remain in designated spectator areas. While RC aircraft are in flight, if Spectators are not in the Pavilion, they may not exceed the imaginary line made by the north side of the Pavilion. When using the Main Runway and aircraft are operating, Spectators must remain in or south of designated spectator areas. During events on the Main Runway, Spectators must remain south of the imaginary line made by the north side of the Pit Row asphalt.