# Academy Of Model Aeronautics

# Club Chartering Guide

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## AMA Vision

We, the members of the Academy of Model Aeronautics, are the pathway to the future of modeling and are committed to making modeling the foremost sport/hobby in the world.
This vision is accomplished through:

• Affiliation with its valued associates, the modeling industry and governments.
• A process of continuous improvement.
• A commitment to leadership, quality, education, and scientific/technical development.
• A safe, secure, enjoyable modeling environment.

## AMA Mission

The Academy of Model Aeronautics is a world-class association of modelers organized for the purpose of promotion, development, education, advancement, and safeguarding of modeling activities.

The Academy provides leadership, organization, competition, communication, protection, representation, recognition, education, and scientific/technical development to modelers.

*Academy of Model Aeronautics*
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## What is a chartered club?

In the mid-1960s, AMA established a program that gave local AMA members the opportunity to join together as a group, enjoy camaraderie, exchange modeling tips and tricks, and secure use of flying sites.

Today AMA charters nearly 2,000 clubs throughout the United States and provides the clubs with various programs and benefits.

## Minimum requirements for chartering a club.

- ❒ You need five (5) or more current AMA members.
- ❒ At least three (3) members must be 19 years or older and willing to serve as club officers[1], one (1) of them being the club Safety Coordinator[2].
- ❒ The majority of your club activities must relate to recreational and/or competitive modeling, and its organizational operation must be local (e.g., city, town, county, etc.) as opposed to a regional or national level.
- ❒ You must provide a current set of your club bylaws.
- ❒ You must provide latitude/longitude information for your modeling site(s).

All of your club members actively participating in modeling activity are required to be AMA members.

The annual fee to charter a club is $**50**. After it is chartered, your club will receive a certificate as proof of its chartered status with AMA. The club charter year starts on March 31. This runs concurrently with the dates of the liability insurance coverage, which is provided at no extra cost as a benefit to the club and the club officers.

AMA sends a charter renewal reminder in late December to all current clubs!

## Let's Get Started!

On the next few pages you will find information that will assist you with the chartering process as well as provide you with material outlining club benefits and other important facts. Some of these forms are required and others are optional, depending on your specific club situation. Please make sure you have the name and AMA numbers for everybody involved readily available.

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[1] Club officer positions can only be held by current Open members or Park Pilot members. Youth members may also serve as an officer, as long as the club has three adult officers.
[2] Safety Coordinator needs to have a current email address on file with AMA.

## Club Officers

Each club has the discretion to assign duties and responsibilities to its officers. This should be reflected in your club's bylaws. Occasionally clubs look for assistance to define these positions. For your convenience, we have compiled some suggested duties and responsibilities that you can find under "Club Information" in the documents section on the AMA website.

When your club has a change in club officers, you can update the information online in our club management tool. Make sure you are logged in on the website before accessing www.modelaircraft.org/charter-renewal. If you are an outgoing officer, please make sure you implement all of the updates, before replacing your own position.

AMA asks clubs to select one officer as the primary designated contact for AMA-related business. This means he or she will receive all correspondence that pertains to the club such as charter renewal mailings or other important emails. We publish the designee's phone number and/or email address in our online club search, as a way for interested members to contact the club. Please be sure that the selected individual is aware of that!

## Club Membership and Rosters

Clubs are autonomous entities and have the discretion to limit their membership such as certain modeling activities or a limit to the number of members allowed.

> ***Important:*** *All clubs are required to have an open membership as it relates to race, color, creed, national origin, gender, age, or disability.*

After your club has been chartered, you will be able to update your club membership roster online. This feature is generally only available to club officers. Please let us know if your club is designating a member who is not an officer to maintain the online roster so that we can update our records. We will list this member as the "Membership Coordinator" for your club, which will provide him or her with access to the online roster!

> ***Please note:*** *The Membership Coordinator is not considered an officer under AMA's Club Charter Program. They will not be able to renew the club charter or make other business decisions on behalf of the club with AMA.*

A current membership card is the club's best assurance when verifying an individual's AMA membership. However, there are other ways/documents to serve as proof. The individual may show you a temporary 30-day receipt received at an AMA sanctioned event or at a tradeshow. You can also verify membership status on the AMA website.

## Club Bylaws

Clubs are required to have a set of bylaws on file with AMA. Your bylaws should be in compliance with AMA's minimum recommendations and all club matters need to be handled in accordance with those bylaws. If your club makes any revision to its bylaws, please forward an updated copy to AMA right away.

## AMA Safety Program Compliance

Safety rules are not an obstacle to the enjoyment of model flying; they help prove that model fliers are the responsible people they proclaim to be. All AMA chartered clubs are charged with the responsibility of ensuring that their modeling activities will be conducted in compliance with AMA's Safety Program, which includes the AMA National Model Aircraft Safety Code, but also expands on general safety practices and also accommodates more specific discipline-related guidelines.

Aeromodeling is a fun and fulfilling activity, but with it comes the responsibility of every participant to exercise the same professionalism and caution one would expect to find in any other aviation activity. The minimum amount of time and effort required to provide a safe environment pays major benefits many times over.

Any incident involving model aircraft may result in property damage or bodily injury. Apart from any direct harm, a less-obvious result is the poor image of model flying from media coverage of such incidents, which may lead to public antagonism, and in some cases, to the loss of flying facilities. This is why it is important that model fliers observe safety rules and take a commonsense approach.

Any reckless, intentionally unsafe modeling operation may seriously limit the extent to which AMA benefits may work to protect members, clubs, and property owners.

## Club Insurance Benefits

**Club Insurance Coverage:** Chartering a club provides liability insurance benefits to the club and the club officers. This is not only limited to an accident caused by flying models. A club can also be sued for non-flying accidents that may occur at its flying field, meeting site, or a club event. Such accidents may be caused by a club member, spectator, or someone else while acting on behalf of the club and may arise from conditions of the premises or other non-flying activities. For this reason, liability coverage for AMA chartered clubs extends to claims arising from model flying, as well as non-model flying accidents.

Club officers are provided primary liability insurance coverage for the duties they perform associated with the club activities. The insurance industry calls this the "vicarious liability" for the acts of others or accidents caused by others.

***Important:*** AMA does not provide insurance coverage for

a) club-owned equipment (e.g., storage sheds, lawn mowers, etc.) or

b) Directors & Officers (D&O) coverage (claims resulting from decisions regarding club policy, discrimination, environmental issues, etc.) Clubs should check with local insurance providers if they are interested in obtaining these items.

**Flying Site Owner Insurance Coverage:** Most property owners want to be assured that they are protected if they allow a chartered club to use their property as a flying site, so they will ask for an insurance certificate that will name the property owner as an "additional insured." This coverage safeguards the owner if he or she is named in a claim because of an accident caused by an AMA member and/or club. Clubs can obtain this coverage for the charter year or for specific event dates. There is a processing fee of $85/certificate for

the charter year coverage or $30/certificate for specific event coverage. Please complete this form and submit along with the appropriate payment.

The coverage provides up to $2,500,000 of primary liability insurance coverage to the flying site owner. You may want to provide this summary page with the program highlights to any current or potential new site owner.

## Flying Sites

Most charter clubs and model fliers are careful in their selection of flying sites, layouts, and other operational practices. AMA has developed some suggestions for giving clubs a starting point, if needed. These suggestions are not mandatory requirements, and of course, do not guarantee that no accident will occur. Clubs are welcome to use these recommendations and can use their discretion to modify any of the items based on their specific situation, e.g., types of aircraft used, geographical location, obstructions, proximity of neighbors, etc. Click here to see AMA's suggested RC flying site specifications.

Through AMA's flying site assistance program, the club department works with chartered clubs to help them understand how to safeguard their flying sites and secure them, as well as help members and clubs understand the need to look for another site—even while they are enjoying their current site. AMA will continue to help clubs that have lost a site to locate and secure a new one. If your club needs assistance, please email the FSAC or call us at (765) 287-1256.

## Remote ID and FAA-Recognized Identification Area (FRIA)

**What is Remote ID?** Remote ID is the ability of an unmanned aircraft in flight to provide identification and location information that can be received by other people through a broadcast signal. As of September 16, 2023 all unmanned aircraft must operate in accordance with the FAA's Remote ID rule.

There are three paths to comply with the Remote ID rule.

1. The aircraft is equipped with a built-in remote ID module.
2. The aircraft is equipped with a separately purchased ID module.
3. The aircraft operates at a FRIA.

**What is a FRIA?** FRIA stands for FAA-Recognized Identification Area and is a location where unmanned aircraft may operate *without broadcasting Remote ID*. As an FAA-recognized community-based organization (CBO), AMA can request FRIA status for your club's flying site on your behalf. We just need some basic information, which you can provide to us at www.modelaircraft.org/form/fria-application.

# AMA Club Information

Club name _____ Club # _____

Club address _____

Club mailing address if different from the designated contact officer's address (e.g., PO Box):

_____

City _____ State _____ Zip _____

Club website address _____
Please note: A club may not have legal rights to the website or its content if not registered directly to the club.

Club email _____

Check club's major modeling interest(s) below:

❒ Radio Control ❒ Control Line ❒ Free Flight ❒ Multi-Interest

My signature below signifies that my club is in full compliance with these requirements:

- I acknowledge that our AMA Charter Club requires every member who actively participates in modeling operations to be an AMA member.
- I further understand that we will follow any applicable AMA safety programing.
- I have submitted a current copy of our club's bylaws and agree that the club will abide by it. If any revisions are made to the bylaws, I will forward an updated copy, marked with the revision date, to AMA Headquarters.[3]
- I attest that my club has an open membership regardless of race, color, creed, national origin, gender, age, or disability.

_____ _____
Club officer's signature Please print name
When completing electronically, please indicate signature by typing your complete name.

_____ _____
Date AMA#

[3] This is not applicable for MASC and UMASC.

Club name _____ Club # _____

## Club Officers

Please designate *one* of your officers as the contact by marking the check box beside the officer position. The president will be designated by default if no selection or multiple selections have been made.

An officer can hold more than one position, such as secretary/treasurer, VP/safety coordinator, etc.

The Safety Coordinator is a required position must have an email address on file with AMA.

❒ President Name _____ AMA # _____
City _____ State _____ Zip _____
Email _____

❒ Vice President Name _____ AMA # _____
City _____ State _____ Zip _____
Email _____

❒ Secretary Name _____ AMA # _____
City _____ State _____ Zip _____
Email _____

❒ Treasurer Name _____ AMA # _____
City _____ State _____ Zip _____
Email _____

❒ Safety Coordinator Name _____ AMA # _____
City _____ State _____ Zip _____
Email _____

**Note:** The designated contact officer will receive all club correspondence and should have an email address on file with AMA. In addition, email and telephone number will be published in the charter club search tool on behalf of the club.

Club name _____ Club # _____

# Club Roster Form

Each member of the club who participates in club flying activities must be an AMA member (Junior, Senior, Open, Park Pilot, Three-Month Trial, or Affiliate) .

New clubs: List all club members.
Renewing clubs: List only new club members or club members who should be deleted from the club roster.

Club officers are encouraged to update the roster online in the Club Management section of our website www.modelaircraft.org**.** To update club rosters, you have to make sure that you have an AMA Web account reflecting your current AMA membership. This is how the system will verify that you are a current club officer. If you need help with your web account, please contact websupport@modelaircraft.org.

If you are unable to take advantage of our online tools, please forward this sheet to AMA Headquarters with your updates on a monthly basis.

Club officer completing form: _____

Please indicate if the member is being added or deleted by entering an **X** in the appropriate column.

| AMA # | Last name, first name, city, and state | Add | Delete |
|---|---|---|---|
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Club name _____ Club # _____

# Club Information

The Charter Club Search tool on the AMA website is a great way to provide pertinent information about your club to new and potential AMA members. When using the tool, they can find clubs within their area whose environment and activities match their own interests.

To help with this endeavor, we are asking that you mark each box that pertains to your club's activities, as well as your flying site operations.

We greatly appreciate your assistance in helping new members join us in the exciting world of model aviation!

**Club Information**

☐ Guest Pilots Welcome

☐General Public Welcome

☐AMA Membership Required

☐Drugs/Alcohol Not Permitted

☐No Pets Please

☐No Smoking

☐Sponsored Membership

☐Limited Member Count:____

☐Probationary Period: _____

☐Model Inspection Required

**Club Benefits**

☐Open Membership

☐Club Cookouts/Picnics

☐Club Newsletter/Website

☐Informative Programs

☐Regular Club Meetings

☐Events Open to Other AMA Clubs

☐Pilot Instruction/Training

☐Programs for Youths

☐Donations to Charitable Organizations

☐Events for Public to Attend/Participate

☐Community Involvement

☐Club Only Events

**Additional Club Information**

_____

_____

_____

_____

_____

# Flying Site Information

The information we are requesting is to help us locate all the flying site locations used by AMA chartered clubs throughout the United States. We will associate these locations directly with your club and publish the data on our website under the "Find a Club" tool. We understand that some locations may have accessibility restrictions. Please indicate if the location *cannot* be published.

If your club has multiple flying sites, please complete a copy of this form for each.

Flying site name (if multiple sites) _____

View a quick video to help you find your flying site's coordinates at www.modelaircraft.org/clublatlong

GPS coordinates: Latitude _____ Longitude _____
Please use decimal format, e.g.: 40.17647, -85.32540 ❒ Do not publish

*Does your club own or rent/lease the property?*

❒ Own ❒ Rent/lease ❒ Other _____

*If the club does not own the property, who is the landowner?*

❒ Private ❒ Federal ❒ State ❒ County/City ❒Other _____

❒ Bureau of Land Management ❒ US Army Corps of Engineers

*Is the flying site at any of these locations?*

❒ School ❒ Park ❒ Full-scale airport

*Is this flying site located in controlled or uncontrolled airspace[4]?*

❒ Controlled ❒ Uncontrolled

*Do you want AMA's Government Affairs Team to assist you with establishing an FAA-Recognized Identification Area (FRIA) or request a FAA 7711-1 Certificate of Waiver or Authorization (for controlled airspace only)?*

❒ FRIA ❒ FAA7711-1 ❒ N/A

*Does your club want or need to provide liability insurance coverage to the landowner? (If club owns property, coverage is automatically provided.)*

❒ Yes ❒ No

*If Yes, please complete the application on the next page.*

[4] If you need to verify if your flying site is in controlled or uncontrolled airspace, please visit www.modelaircraft.org/faauasmap. Enter your flying site address or lat/long information into the address box in the upper left-hand corner. If necessary, zoom out to see if your flying site is in one of the numbered grids.

# Application for Insuring Flying Site Owner

Club officer name and position _____

AMA will process your certificate request upon receipt. The insurance certificate will be mailed to the property owner (or emailed if address is provided). The officer designated as the club contact will automatically receive an email copy of the certificate for the club files.

There is a $85 charge for each "year-round" certificate issued to run concurrently with the club charter. Date-specific certificates for events such as fun-flys, mall shows, etc., are available for $30.

Please be as accurate as possible when completing this form. You may need to contact the property owner to ensure you have the correct information.

1. Legal name of additional insured/property:

_____

Name and mailing address of the additional insured listed above:

_____

Address _____

City_____ State _____Zip_____

Email _____

Site location/address: ❒ Club meeting location only, no flying activities

_____

❒ Year-round, $85 ❒ Event only, $30, date(s):_____

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2. Legal name of additional insured/property:

_____

Name and mailing address of the additional insured listed above:

_____

Address _____

City_____ State _____Zip_____

Email _____

Site location/address: ❒ Club meeting location only, no flying activities

_____

❒ Year-round, $85 ❒ Event only, $30, date(s):_____

# Club Chartering Payment Summary

1) Annual club charter fee $50.00

2) Certificate of insurance for year-round flying site ($85/certificate)
*Please include completed application*

_____ certificate(s) x $85.00 $_____

3) Certificate of insurance for event ($30/certificate)
*Please include completed application listing the specific event date*

_____ certificate(s) x $30.00 $_____

**Total enclosed $_____**

Payment type: ❒ Check ❒ MasterCard ❒ Visa ❒ Discover
❒ PayPal (sent to: craigs@modelaircraft.org)

Credit card __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __ Exp. date ____/_____

Cardholder's signature _____

Note: Attach check or money order payable to AMA, only for the amount shown on this form. If you are enclosing any individual AMA membership enrollment forms, please submit a separate check or money order.