

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.



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 2,400 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.
- Three or more of them must be 19 years or older.
- At least three (3) members 19 years or older need to be willing to serve as club officers¹, one (1) of them being the club Safety Coordinator².
- The majority of your club activities relate to recreational and/or competitive modeling, and its organizational operation is local (e.g., city, town, county, etc.) as opposed to a regional or national level.
- Provide a current set of your club bylaws.
- 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. Based on the [Mutual Agreement of Understanding](#) between AMA and the Model Aeronautics Association of Canada (MAAC), current MAAC membership is also acceptable.

The annual fee to charter a club is \$40. 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 mid-January 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.

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, please immediately [email](#) us the updated information. This allows us to update our records accordingly and will ensure that any important mailing will be sent to the correct individual. For record-keeping purposes we will need all officer changes in writing.

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 access to email.

Please know your club's charter number and include it in your communication with AMA. This way we can make sure we provide you with the correct information.

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. Additionally, 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.

Tip: Use a free email service and establish a club-related email address such as [YourClubName@yahoo.com](#) that can be passed along to the next designated contact person.

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!

A current membership card is the club's best assurance when verifying an individual's AMA/MAAC 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](#) or [MAAC](#) websites.

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.

Safety Code 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 National Model Aircraft Safety Code](#). Supplemental guidelines are referenced within the Safety Code and can be obtained either from the [AMA website](#) or by contacting AMA Headquarters.

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 that results 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 common sense 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 \$80/certificate for the charter year coverage or \$25/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 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.

AMA’s Flying Site Assistance Coordinator (FSAC) 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. Email the [FSAC](#) or call at (765) 287-1256, extension 230.

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 or a MAAC member.
- I further understand that we will need to submit a frequency management agreement or a 2.4 GHz agreement if our flying site is located within three (3) miles of any preexisting flying site (AMA Safety Code, Radio Control, #5).
- 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

When completing electronically, please indicate signature by typing your complete name.

Please print 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 designee will receive all club correspondence and his or her email and telephone number will be published on behalf of the club. 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 access to email.

President Name _____ AMA # _____
Address _____
City _____ State _____ Zip _____
Day tel.: _____ Evening tel.: _____
Email _____

Vice President Name _____ AMA # _____
Address _____
City _____ State _____ Zip _____
Day tel.: _____ Evening tel.: _____
Email _____

Secretary Name _____ AMA # _____
Address _____
City _____ State _____ Zip _____
Day tel.: _____ Evening tel.: _____
Email _____

Treasurer Name _____ AMA # _____
Address _____
City _____ State _____ Zip _____
Day tel.: _____ Evening tel.: _____
Email _____

Safety
Coordinator Name _____ AMA # _____
Address _____
City _____ State _____ Zip _____
Day tel.: _____ Evening tel.: _____
Email _____

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) or be a current member of the Model Aeronautics Association of Canada (MAAC).

New clubs: List all club members.

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

Do not list club officers on this form.

Club officers are encouraged to update the roster online in the “Members Only” section of our website www.modelaircraft.org. To update club rosters, you have to make sure that you have an AMA Web account and that the account is linked to your membership. This is how the system will verify that you are a current club officer. You can find some assistance on how to sign up and link your membership at www.modelaircraft.org/membership/membership/gettingstarted.aspx. After you have completed that step, you should be able to access the roster.

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

Club name _____ Club # _____

Club Details

When interested modelers use the “Find a Club” tool, we attempt to provide them with the vital information to find a club that fits their individual preferences and vice versa.

To help in this endeavor, please mark each box that applies to your club’s activities and benefits.

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Guest pilots welcome | <input type="checkbox"/> No pets allowed | <input type="checkbox"/> Probationary period
_____ |
| <input type="checkbox"/> General public welcome | <input type="checkbox"/> No smoking | <input type="checkbox"/> Model inspection |
| <input type="checkbox"/> AMA membership required | <input type="checkbox"/> Club sponsor required | |
| <input type="checkbox"/> No drugs/alcohol | <input type="checkbox"/> Limited member count | |

Other Club Benefits

- | | | |
|--|---|--|
| <input type="checkbox"/> Open membership | <input type="checkbox"/> Events open to other AMA clubs/members | <input type="checkbox"/> Community events open for general public to attend/participate |
| <input type="checkbox"/> Club cookouts/picnics | <input type="checkbox"/> Pilot instruction training | <input type="checkbox"/> Community involvement (participate and promote model aviation within community) |
| <input type="checkbox"/> Club newsletter | <input type="checkbox"/> Other planned club activities | <input type="checkbox"/> Club-only events (club members and family only) |
| <input type="checkbox"/> Informative programs | <input type="checkbox"/> Youth programs | |
| <input type="checkbox"/> Regular club meetings | | |

Does your flying site or website display AMA’s logo or other AMA-related materials other than the AMA Safety Code?

- Yes No

Does your club support or donate to charitable organizations (via events or otherwise)?

- Yes No

Does your club have regular contact with your AMA district vice president or one of the associate vice presidents?

- Yes No

Additional Club Information (Limit of 255 characters)

Club name _____ Club # _____

Flying Site Information

The information we are requesting is to help us locate all of 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) _____

GPS coordinates: Latitude _____ Longitude _____

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 _____

Does your club have a formal use agreement with the landowner?

Yes No

Is this flying site located within five miles of a public airport(s)⁴?

Yes No

Does your club have an agreement with the public airport as it pertains to model operations?

Yes (written agreement) Yes (verbal agreement) No Don't know

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 This should be measured from center of field using the official GPS coordinates for the airport. You can use online websites such as Skyvector.com to obtain official coordinates for airports in the US.

Club name _____ Club # _____

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 \$80 charge for each "year-round" certificate issued to run concurrently with the club charter. Date-specific certificates for events such as fun-flies, mall shows, etc., are available for \$25.

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.

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, \$80 Event only, \$25, date(s): _____

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, \$80 Event only, \$25, date(s): _____

Club name _____ Club # _____

2.4 GHz Agreement

In 2008, the AMA Executive Council approved a process to waive – on a provisional basis – the frequency-management agreement requirements as listed under item 6 in the RC section of the current AMA Safety Code for club(s) operating exclusively on 2.4 GHz.

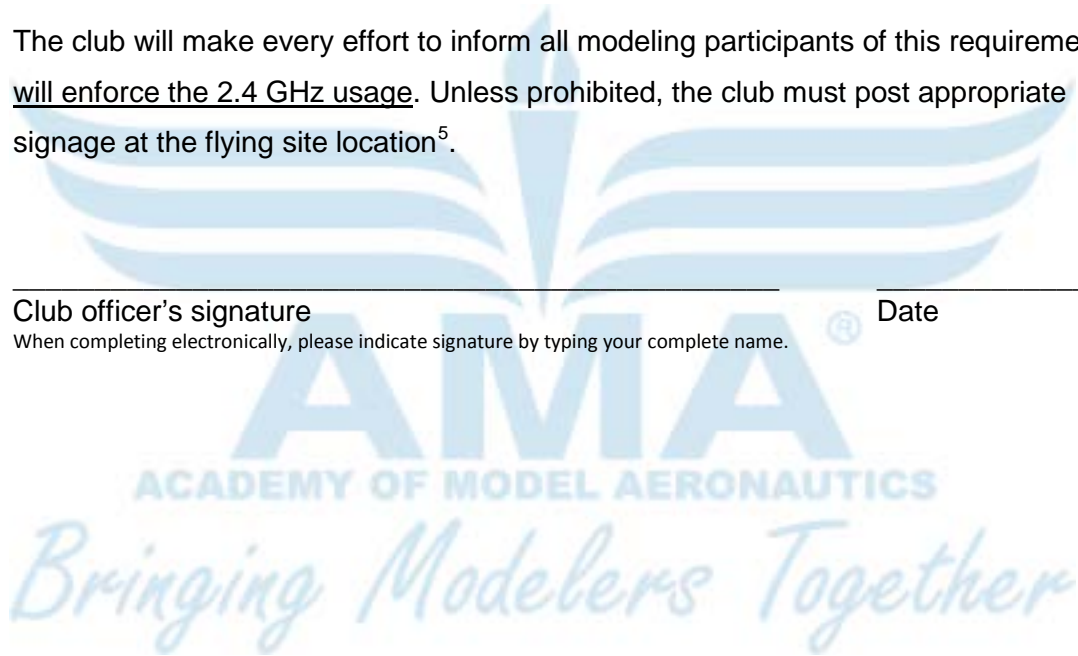
The _____ (Club name),
AMA Charter # _____, acknowledges and agrees that model operations by all
club members, guests, and visitors at _____
_____ (site location) will be exclusively on 2.4 GHz.

The club will make every effort to inform all modeling participants of this requirement and will enforce the 2.4 GHz usage. Unless prohibited, the club must post appropriate signage at the flying site location⁵.

Club officer's signature

When completing electronically, please indicate signature by typing your complete name.

Date



⁵ Various signs stating "2.4 GHz use only" will be posted at the flying site, unless the property owner prohibits any postings. Signs must be prominently displayed at least at the field entrance, with the field rules and with the current Safety Code poster. Additional signage is recommended. The club may consider installing a generic frequency board with an additional "2.4 GHz use only" posting.

Club name _____ Club # _____

Club Chartering Payment Summary

1) Annual club charter fee \$40.00

2) Certificate of insurance for year-round flying site (\$80/certificate)
Please include completed application

_____ certificate(s) x \$80.00 \$ _____

3) Certificate of insurance for event (\$25/certificate)
Please include completed application listing the specific event date

_____ certificate(s) x \$25.00 \$ _____

Total enclosed \$ _____

Payment type: Check MasterCard Visa Discover

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.

Save for Your Club Records

Academy of Model Aeronautics
5161 E Memorial Dr., Muncie, IN 47302
Tel.: (765) 287-1256; Fax: (765) 286-3303

AMA Club Secretary – ext. 291

clubs@modelaircraft.org

- Club charter (new and renewal),
- Insurance certificates for flying site property owners, mall shows, etc.
- Club rosters
- Safety Code posters
- Introductory Pilot Program
- Turbine waiver information
- Disaster Relief program

Education – ext. 516

education@modelaircraft.org

- Take off and Grow (TAG) Program,
- Model Aviation School Clubs (MASC)
- Scholarship programs
- Educational material

Membership Services – ext. 296

membership@modelaircraft.org

- Membership cards
- Address changes (individual members)

Programs – extension 272

programs@modelaircraft.org

- Leader Clubs
- Flying Site Grants
- AMA promotional material for events and mall shows

Public Relations – extension 277

publicrelations@modelaircraft.org

- Club Reward and Recognition program
- Walk of Fame Brick program

Safety & Member Benefits – ext. 251

safety@modelaircraft.org

- Safety Code clarifications,
- General insurance questions
- Large Model Airplane (over 55 pounds)

Safety & Member Benefits – ext. 253

claims@modelaircraft.org

- Insurance claims (file a claim and questions)

Supply and Service – ext. 212

shopama@modelaircraft.org

- Telephone/catalog orders
- Order forms,
- AMA Cubs (Delta Darts)

Supply and Service – ext. 521

products@modelaircraft.org

- Custom trophies, plaques, and apparel

Competition – ext. 232

competition@modelaircraft.org

- Event sanction
- Insurance certificates for sanctioned events
- Contest Director (application)

Competition – ext. 230

tonys@modelaircraft.org

- Competition Regulation information
- Rules change requests
- Technical information
- Contest Board matters

Flying Site Assistance – ext. 230

fsac@modelaircraft.org

- Flying Site Assistance

Some Club-Related Documents on AMA's Website:

Document No.	Description
105	Official AMA National Model Aircraft Safety Code
510-A	Safety Regulations for Model Aircraft Gas Turbines
515-A	Required Safety Standards for Giant Scale Racing
520-A	Large Model Airplane Program Requirement
525	Safety Code for Radio Control Combat
530	Safety Code for General Radio Control Racing
540-B	Set-Back Distances for Sport Pylon Racing
540-D	See and Avoid Guidance
550	First Person View (FPV) Operations
560	RC Operations Utilizing Failsafe, Stabilization, and Autopilot Systems
500-H	Liability Insurance Protection Program for Paid Instructors
904	Application for Insuring Flying Site Owners
915	Flying Site Owner—Insurance Coverage Summary
500-I	Insurance and Incorporation
505-A	Local Clubs and Tax Exempt Status
n/a	Your Club as a Nonprofit
505-B—505-J	501 (c)(7) Information Package
917	Introductory Pilot Program
706	Recommended RC Flying Site Specifications
535-B	Sample: Flying Site Safety and Operational Rules
708	Leader Club Award Application
712	Flying Site Grant Application
714	Natural Disaster Assistance Program for Clubs
716	Club Recognition and Reward Program

These are just a few documents available for clubs and members. Please visit www.modelaircraft.org/documents.aspx to find additional information.