

Green Bay Model Airplane Club Constitution and By-Laws

Article I. Organization and Objectives

Section 1.01 The Green Bay Model Airplane Club (hereinafter referred to as “Club” or “GBMAC”) is a not-for-profit corporation organized under the provisions of Chapter 181 of the Wisconsin Statutes. The Club is chartered by the Academy of Model Aeronautics (AMA) - Charter Number 663

Section 1.02 The primary purpose of the Club is to actively promote the construction and flying of all types of radio controlled aircraft. In accordance with this objective the Club will:

- (a) Encourage the Club membership, both individually and collectively, to expand its knowledge of aerodynamics and the related arts and sciences by actively enhancing, through club conducted education, the skills necessary for the construction and flying of model aircraft.
- (b) Provide a suitable flying site for the use of members and their guests.
- (c) Set standards for safety, stay current with and vigorously enforce these standards in an effort to ensure the personal safety and that of the property of its members, their guests and spectators.
- (d) Endeavor to promote a feeling of comradery, civility and respect between all its members, regardless of the aero-modeling interests or skill level so that each member will value their association with the Club and fellow members.

Article II. Club Membership

Section 2.01 Membership - General

- (a) Membership in the Club is open to any person interested in the design, construction and/or flying of any and all types of radio controlled model aircraft.
- (b) By signing the annual membership/renewal form, each member accepts the responsibility of adhering to the entire Constitution and By-Laws, all field and safety rules, AMA rules and all updates from the Board of Directors.
- (c) All new members except Associate Members, no matter what their skill level, will be required to fly a demonstration flight before a designated Club instructor to ensure their ability for solo flying.

- (d) Club members with invited guest flyers are solely responsible for their guest's flying ability and knowledge, and understanding and adherence to Club rules. In particular, especially in the absence of a designated instructor, all members are obligated to accept responsibility for safety as explained under Article X.**

Section 2.02 Membership Classes

(a) Regular Membership - Individual

- (i) Requires payment of annual dues*
- (ii) Requires current membership in the Academy of Model Aeronautics (AMA)*
- (iii) May vote and hold club offices*
- (iv) Has use of the club flying field*
- (v) May hold a position on the Club's Board of Directors*

(b) Regular Membership - Family

- (i) Includes the head of the family membership, spouse and all members of the household under the age of 18*
- (ii) Dues shall be one and one-half (1.5) times the rate of a Regular Membership - Individual*
- (iii) Requirements and privileges are the same as a regular membership except that only one (1) vote is allowed per family.*

(c) Honorary Membership

- (i) May be granted for a one (1) year period by a majority vote to any person that contributes to the club welfare in an extraordinary way*
- (ii) Does not require payment of annual dues for that fiscal year*
- (iii) Requires current membership in the Academy of Model Aeronautics (AMA)*
- (iv) May vote and hold club offices*
- (v) Has use of the club flying field*

(d) Associate Membership

- (i) Requires payment of annual dues*
- (ii) Does NOT require membership in the Academy of Model Aeronautics (AMA)*
- (iii) May NOT vote and hold club offices*

(iv) Does not have use of the club flying field for the purpose of flying any type of aircraft

(e) Member classifications 2.02 (a) and (b) are subject to a one month probationary period before full new membership status is granted. Probationary members will be expected to follow all existing Club rules, both flying and demeanor toward others. A simple majority vote of the Board of Directors immediately following the probationary month will determine the suitability of the probationary member for regular Club membership. If a probationary member is denied regular membership, their right to use the Club facility will cease 2 days after written notice of membership denial is mailed to the address listed by them on their application and any Club dues paid by them at the time of commencing their probationary membership will be returned with denial letter. There is no right to appeal the decision of the board to deny membership. Probationary members are not permitted to vote on Club matters.

Article III. Club Dues

Section 3.01 Annual dues for the upcoming Club fiscal year, Feb. 1st to Jan. 31st shall be in an amount proposed by the Board of Directors. That proposed dues amount and a proposed budget will be posted on the Clubs web site, "Member's Only Section" no later than 2 weeks prior to the scheduled January general meeting.

(a) At the January General meeting, the amount for dues proposed by the Board will become effective unless a motion is made at that meeting to override that dues schedule. That override motion must be subsequently passed by two-thirds (2/3) of members present at that meeting or the dues schedule proposed by the Board stands. In the event the Board's dues proposal is overridden then, at that same meeting, voting will continue on the issue of a dues schedule for the upcoming year until such time as a majority agrees to a different dues schedule.

Section 3.02 Dues are payable as of February 1 and are considered delinquent on March 31.

Section 3.03 Membership is effective from February 1 to January 31 of the following year. Dues will be 50% for new members joining after August 1 (does not apply to past members rejoining after an absence.)

Section 3.04 A Roster of club membership shall be maintained by the Club Secretary. The roster shall include the member's preferred method of official club communication (e-mail, or US Postal service). The roster shall include (as a minimum) the following:

- (a) Name (required)**
- (b) Street address (required)**
- (c) Phone number (optional but encouraged)**

- (d) E-mail address (optional but encouraged)**
- (e) AMA membership number (required)**
- (f) Names of family members (optional, for socialization purposes)**
- (g) Interests (optional, such as combat, heli's, electric, etc)**

Article IV. Officers

Section 4.01 President

- (a) Preside over and direct all meetings**
- (b) Appoint all committees, permanent and temporary**
- (c) May be one of the club's bank account(s) signatories**
- (d) Is empowered to spend up to \$1000.00 with the approval of two other Board members over the course of the fiscal year on unbudgeted expenses**
- (e) Is Chairman of the Board of Directors and may assign tasks as required.**
- (f) The President or his designee will act on behalf of and as sole official contact in all matters involving the Town Officials, Airport Officials and Club business.**
- (g) The President or his designee is the sole person to distribute information to the media concerning Club business, except for posting of the Treasurer's report and the minutes of meetings, which can be posted by the Treasurer and Secretary respectively.**

Section 4.02 Vice-President

- (a) Assume all the duties of Club President in the following circumstances**
 - (i) At the request of or in the absence of the Club President***
 - (ii) In exigent circumstances after making an unsuccessful good faith effort to contact the Club President. In this case a report shall be made to the full Board of Directors as to the circumstances involved.***
- (b) May be one of the Club's bank account(s) signatories**

Section 4.03 Secretary

- (a) Be the custodian of the Club's non-financial records**
- (b) Be responsible for all correspondence and make available to the membership all significant correspondence received**
- (c) Keep the minutes of all meetings of the Board of Directors and of the General Membership and publish the same on Club's "Members Only" web site.**
- (d) Record the attendance at each meeting**
- (e) Maintain a Roster of all members, and ensures that all members belong to the AMA (see Section 3.04)**

(f) Maintain Email distribution lists or delegate such activity to another Board Member

(i) E-mail distribution lists shall be posted to the Members Only section of the club website with an identification of the purpose the list, such as "All Members", "SIG-Combat", "Board Members"

Section 4.04 Treasurer

(a) Maintain the Club's bank account(s)

(b) May be one of the Club bank account(s) signatories

(c) Make regular financial status reports to the membership by publishing on the Club's "Members Only" web site no less than quarterly financial reports.

(d) Report all expenditures and income to the Club

(e) Responsible for all accounts receivable and accounts payable

(f) The incoming Treasurer may request an independent audit of the Club's financial records

Section 4.05 Board Member(s)-At-Large

(a) Performs the duties of a board member in accordance with Section 4.06

(b) Participates in proposing the club's annual dues amount

(c) Participates in the settlement of disciplinary actions

Section 4.06 Board of Directors - Duties

(a) The Board shall be made up of the President, Vice-President, Secretary, Treasurer, and one or two members-at-large as provided for in Section 4.05. All Board members shall be Club members in good standing.

(b) The offices of Secretary and Treasurer may be held by one individual, in which case two (2) Board members-at-large are required to complete the Board of Directors. The Board membership made up of Officers and member-at-large Directors will always consists of five (5) people.

(c) The board is responsible for appointing individuals to the following positions

1) Chief Safety Officer (See Section 4.07)

2) Chief Training Officer (See Section 4.08)

3) Webmaster (See Section 4.09)

- 4) Designated Club Instructors (See Section 4.10)**
- (d) The Board approves unbudgeted expenditures per Section 4.01(d) and assures appropriate use of budgeted expenditures**
- (e) The Board approves limited non-club field use and charges for such use**
- (f) The Board is empowered to make day to day decisions to efficiently operate the club in an effective manner**
- (g) The Board is responsible for regularly informing the general membership of significant decisions and actions of the Board**

Section 4.07 Safety Officer

- (a) The Safety Officer is responsible for establishing and posting club rules regulating the safety of club members, guests and neighbors using AMA Document #105 "Official AMA National Model Aircraft Safety Code" and AMA Document #535-B "Flying Site Safety and Operational Rules" as guides.**

Section 4.08 Training Officer

- (a) The Training Officer is responsible for rules and standards establishing the qualifications of Instructor Pilots in accordance with the guidance of AMA Publications #921 "Introductory Pilot Instructor Criteria" and AMA Publication #917 "Intro Pilot Program and Application"**

Section 4.09 Webmaster

- (a) The Webmaster is responsible for keeping the registration of the GBMAC.com domain current as well as posting current event news and info to the public area of the web site and posting official club business, as directed by the Club President, to the Members Only area of the web site.**

Section 4.10 Club Instructors

- (a) Designated Club Instructors are responsible for training and assisting members, conducting check out flights and monitoring field flying activity when present.**

Article V. Election of Club Officers

Section 5.01 Term of office

- (a) Club officers are elected for a term of approximately one (1) year, starting immediately after the Club Secretary certifies the election results until the following year's election.**

- (b) There is no limit on the number of terms an officer may serve.

Section 5.02 Election Procedure

- (a) The election of Officers and the at member-at-large Director(s) shall be held at the General meeting in October
- (b) Nomination of Officers and Director(s) shall be open for a period of not less than two (2) weeks and shall close 10 days prior to elections
 - (i) *The Secretary shall record the name of the nominee and the name of person making the nomination*
 - (ii) *Only club members in good standing may make a nomination*
 - (iii) *The Secretary shall verify the eligibility of the nominees and contact them to verify acceptance of the nomination*
 - (iv) *An individual may nominate him/herself for office*
- (c) At the close of the nominating period the Secretary shall
 - (i) *Post the names of the nominees to the club web site in downloadable ballot form or when available in interactive ballot form*
 - (ii) *Send an e-mail notice to all club members that the voting period has begun*
 - (iii) *Contact members that don't have a valid e-mail address registered with the club Salutory by sending a paper ballot to them by US Mail.*
 - (iv) *Post the names of the nominees at the Club House.*
- (d) In the event that no candidate is nominated during the nomination period specified in (b), nominations may be taken from the floor and voted for at the October Club Meeting by those members present.

Section 5.03 Voting Procedure

- (a) It is the intention of this section to include as many club members as are willing to participate. Therefore, a valid vote may be cast by a variety of methods at any time after the close of the nominating period and prior to the close of the voting period.
 - (i) *The close of the voting period shall be at the October General meeting at which time all ballots received by mail or cast at that meeting shall be counted and the results disclosed to the club members.*
- (b) A valid vote can be cast by one of the following methods

- (i) Downloading and returning a copy of the online ballot to the Secretary pursuant to Section 5.02(c)(i) or voting interactively pursuant to Section 5.02(c)(i)*
- (ii) Voting by paper ballot at the October General club meeting for the election of officers and member-at-large director(s)*
- (c) No verbal or show of hand ballot is valid
- (d) The Secretary is charged with the responsibility for the integrity of the vote and shall insure that voting rules are enforced.
- (e) Ballots are retained for a minimum of 30 days for audit purposes

Article VI. Meetings

Section 6.01 Club business meetings may be held at any time at the discretion of the Board to discuss and approve club business. Club Business meetings shall be scheduled, generally on the second Tuesday of the month, by the Board are as follows:

- (a) January - To approve the budget
- (b) April - General Club business
- (c) July - General Club business
- (d) October - For the purpose of electing Club Officers and Director(s)
- (e) At any other time the Board deems appropriate including monthly meetings if the club membership so desires
- (f) The time and place of a meeting shall be posted on the Club website 1 week prior to the meeting

Section 6.02 Special Club Meetings

- (a) A special meeting of the Club may be held at any time at the discretion of the Board to discuss Club business.
- (b) The general Club Membership shall be informed of the special meeting by posting on the club website and by the member's chosen method of communication (see Section 3.04) one week prior to the meeting.

Section 6.03 Board of Directors Meetings

- (a) The Board may meet at any time and at any place necessary to perform their assigned duties.

- (b) Board meetings are generally closed to the general Club membership but specific members may be requested to attend a Board Meeting to facilitate Board business.**
- (c) A quorum of three Board Members must participate in any Board Meeting and any or all members may participate electronically**
- (d) A majority vote of participating members is sufficient to carry a motion**
- (e) A good faith attempt shall be made to contact all Board Members prior to holding a Board Meeting**

Section 6.04 Club social meetings may be scheduled at a frequency desired by the Club membership

Section 6.05 Quorum

- (a) For Club Business Meetings and Special Club Meetings, at least 20% of the members, including two Board members, must be present.**
- (b) All business shall be decided by a simple majority vote of the members present except as otherwise provided by these bylaws.**

Section 6.06 Voting Procedure

- (a) "Show of Hands" voting will be adequate for all issues raised except for election of officers which will be done as explained in Section 5.02 and Section 8.07**
- (b) Voting privileges are extended to all members present in good standing (see Section 8.01(a) - Automatic Termination).**
- (c) When technology allows, electronic procedures to give all members the chance to vote on all matters, may be used.**

Article VII. Committees

Section 7.01 The Club President is responsible for the establishing all committees

Section 7.02 Committees report to the committee Chairman who reports to the Club President. The Club President shall report committee activities to the Board of Directors.

Article VIII. Conduct of Members

Section 8.01 Automatic Termination

- (a) A Member will have their club membership automatically terminated when dues become 60 days in arrears or AMA membership has lapsed for more than 90 days.**
- (b) Termination of membership for failure to pay dues or not having current AMA membership is not disciplinary in nature but will result in the following actions**
 - (i) The member's name will be taken off the current club roster***
 - (ii) The member's rights and privileges as outlined in Section 2.02 will be suspended***
 - (iii) The member's ability to enter the "members only" portion of the Club website terminated.***
- (c) Upon payment of dues and a showing of a current AMA membership, a former member will be reinstated in the Club.**

Section 8.02 Discipline of Members/Due Process

The intent of this section is to create a due process procedure for the discipline of any member in material violation of the Club's bylaws or Flying Rules.

Section 8.03 Levels of Discipline:

- (a) Verbal warning**
- (b) Written warning**
- (c) Suspension of Membership**
- (d) Expulsion**
- (e) Suspension of flying privileges (see Section 8.12)**

Section 8.04 Conduct Resulting In Discipline:

If the conduct of any member of the Club, including any officer, shall appear to the majority of the Board of Directors of the Club to be in accordance with (a) through (d) below, such conduct may be the basis for discipline of the offending member.

- (a) Disorderly conduct or conduct materially prejudicial to the welfare or good name of the club**
- (b) Conduct in violation of flight safety rules adopted by the club**

- (c) Repeated uncivil conduct towards one or more fellow club members
- (d) Conduct putting the Club's ability to use its current flying field in jeopardy

Section 8.05 Verbal Warning

- (a) Any Officer or Board Member may give a member a verbal warning to desist the conduct in violation of above, with no written documentation of the alleged violation or the fact a verbal warning was issued, if the conduct is deemed by the officer not to be so serious as to require formal discipline.
- (b) There is no appeal from a verbal warning.

Section 8.06 Disciplinary Action

- (a) In order for the Board of Directors to initiate the discipline set forth in Section 8.03(b) through Section 8.03(e), a written complaint completed by any member, including any Board Member must be filed with the Club Secretary setting forth with specificity the alleged egregious conduct.
- (b) In the event that the offending individual is the Club Secretary, the written complaint may be filed with any other club Officer who shall act as Secretary for the purpose of executing the complaint.
- (c) When a written complaint is filed against a member with the Club Secretary, the Secretary shall notify the other Board members and the member it was filed against. The written complaint is confidential and not to be shared with non-board club members.
- (d) If the majority of Board, in their sole discretion, feels the alleged violation is slight, they may give the member a verbal warning.
- (e) For more serious offenses the Board of Directors will designate a date and time for the charged member to appear before the Board at a Special Meeting of the Board and present his side of the matter or to inform the Board of any extenuating circumstances.
 - (i) *Written notice of that hearing will be sent to the accused member by mail by the club Secretary ten days prior to the meeting.*
 - (ii) *The accused member may bring witnesses to speak to the Board.*
 - (iii) *The Board may also conduct its own investigation as it sees fit, but without malice or favoritism toward the charged member.*
- (f) If the charged member declines to meet with the Board, the Board will conduct its own investigation and act on what it finds.

- (g) After meeting with the charged member, if he so chooses, and after conducting whatever investigation it deems appropriate, the Board by majority vote will determine what penalty, if any, is in their sole opinion appropriate under all the facts and circumstances. Those penalties may be any as set forth in Section 8.03 above.**
- (h) Notice of the Board's decision will be mailed to the member at the address that is on file with the Club Secretary.**

Section 8.07 Right of Appeal

- (a) Any member suspended or expelled per the above by the Board of Directors will have the right to appeal the Board's decision.**
- (b) A letter requesting that appeal must be sent to the Club Secretary within two weeks following the mailing date of the Boards Decision notice.**
- (c) In the event of a timely appeal, the Board of Directors shall schedule a Special Club Meeting at which time the Club Membership will consider the appeal.**
- (d) A quorum of the Club must be present to conduct the appeal meeting (See Section 6.05)**
- (e) A vote of 60% of the members present at that meeting to overturn the Board's decision will result in the following at that same meeting:**
 - (i) By motion and by vote of at least 60% of the members present imposition of a penalty different than decided by the Board, or imposition of no penalty.***
 - (ii) Voting will continue until consensus is reached by 60% of the members present on an appropriate penalty.***
- (f) The appealing member does not vote in these proceedings, but Board members do.**
- (g) No other appeals are permitted.**
- (h) All voting shall be done by written secret ballot.**

Section 8.08 Reinstatement

- (a) A member who has been expelled from membership may reapply for membership after 6 months, and will become a new member if 60% of the members present vote in the affirmative at the next regularly scheduled general meeting of the club.**
- (b) The member requesting reinstatement may speak to the membership for up to 5 minutes prior to the vote.**

Section 8.09 Disciplinary Privacy

- (a) There will be no posting on the Club's Website, in any section, of the fact a complaint has been filed by a member against a member or what, if any, discipline takes place.**
- (b) The only notice that can be put on the "members only" part of the Club website will be the fact that at the next scheduled General Meeting, the membership will be asked to consider a discipline decision made by the Board and appealed by a member.**
- (c) No member's name will appear nor any specifics with respect to the alleged misconduct.**
- (d) All written documents relating to the misconduct proceeding will be sealed and held by the Secretary for 2 years after which time they will be destroyed.**
- (e) Members agree that in applying for and becoming members of this Club, they waive any legal claim against the Club, any member filing a written complaint, and any member of the Board for actions relating to their discipline process or decision.**

Section 8.10 Voluntary resignation

- (a) A member charged with misconduct may voluntarily resign his membership upon receipt of the charging document, and no finding will be made and no penalty imposed.**
- (b) The only exception to this would be in the case of intentional damage to club property, theft of Club assets or physical violence toward another club member or guest. The Board would have the discretion of proceeding through the disciplinary process in those cases if it so chose, or to accept the member's resignation.**
- (c) To be reinstated a member resigning in this circumstance must wait 6 months and go through the procedure for reinstatement set forth in Section 8.08, as though he had been disciplined**

Section 8.11 In the event a current member of the Board of Directors has his membership suspended or is expelled, his position shall become vacant. A special Club Meeting will be called for within 30 days to fill the open position of for the balance of the term will be filled by majority vote of the membership at that meeting.

Section 8.12 Suspension of Flying Privileges

- (a) Suspension of flying privileges because of an unsafe flying conduct can only be done by the Club Board of Directors for an indeterminate period of time.**
- (b) During the suspension time the member whose rights were suspended will work with the Club Safety Officer, or his designee to improve his flight safety ability so that the flight safety officer, or his designee, is satisfied the member can safely fly on his own. The member's full flying privileges will be restored by the Club Safety Officer or one of his designees at that time.**
- (c) This subsection is not meant to be punitive but rather educational and safety related.**
- (d) If a verbal warning in the opinion of the Safety Officer is sufficient, no suspension need take place.**

Article IX. Guest Privileges

Section 9.01 Any member in good standing may bring guests to the flying site.

Section 9.02 The Club will extend full field privileges to the guest, provided that guest is an AMA member, for a maximum of two (2) weeks in any one (1) calendar year, after which he/she are expected to join the club.

Section 9.03 The member will be responsible for the guest's actions and it will be the member's responsibility to ensure that the guest will comply with the Club's field and safety rules. The member will be subject to any and all Club discipline resulting from infractions of their guest's flying or behavior.

Section 9.04 A check flight is required for all guests by an Instructor or an Officer unless the member is an active member of another sanctioned AMA club.

Section 9.05 The guest will be issued a "Guest Card" for display with their AMA card when flying.

Section 9.06 A non-sponsored flyer is any pilot with membership in an AMA sanctioned club and who is not specifically invited by a GBMAC Club Member. A non-sponsored flyer may fly for a period of 1 week in a calendar year. The non-sponsored flyer must complete the club's guest flyer form and show his current AMA card. This section is enacted to allow members of other flying clubs access to the GBMAC flying site for limited periods of time.

Section 9.07 Non-sponsored guests who are considering entering the hobby may be allowed to use the flying field for the purpose of obtaining proper instruction from a trainer pilot under the AMA "Intro Pilot Program" program (See AMA Document #917 - Intro Pilot Program and Application).

Article X. Safety Rules

Section 10.01 Complete safety rules shall be posted at the flying field

Section 10.02 All AMA safety rules and Regulations pertaining to the use and operation of radio controlled model aircraft are incorporated by reference in these bylaws

Article XI. Authority

Section 11.01 Rules of parliamentary procedure such as outlined in Robert's Rules of Order shall serve as a guide in conducting the meetings of the members and the committees of the club in all cases in which they are applicable, and in which they are consistent with these by-laws.

Section 11.02 All Club business meetings follow the following format:

- (a) Call the meeting to order
- (b) Ascertain whether or not a quorum is present
- (c) Completion of unfinished (old) business
- (d) Announcements and communications the Club received since the last meeting
- (e) Reading of reports from committees and approval thereof or action to be taken thereon
- (f) Treasure's report

- (g) Introduction of visitors and new members**
- (h) Transaction of new business**
- (i) Adjournment**

Article XII. Amendments and Corrections

Section 12.01 All members shall be notified using the member's desired mode of communication (see Section 3.04) prior to a meeting in which amendments to the by-laws are to be taken up. These by-laws may be amended by a two-thirds vote of the member present, provided that a quorum is present (see Section 6.05)

Section 12.02 Typo's and corrections that don't affect the original intent of the by-laws may be made by a vote of the Board of Directors

Article XIII. Communication

Section 13.01 Until the "Members Only" section of the Club's web site is fully developed and operating, Email sent to the general membership with the authorization of the Club President is an acceptable substitute for information that will in the future be posted on the Club's "Members Only" web site.

Section 13.02 The only official communication with the general membership other than that approved by the Club President will be minutes of meetings generated by the Club Secretary and financial statements generated by the Club Treasurer. No other email postings are authorized.

- (a) Only official communications may use the GBMAC logo in the original email. Subsequent replies to official may include the GBMAC logo because it may be copied as part of a "reply to" email procedure.**

Section 13.03 Member to member communication concerning the affairs of the Club or for other non-official business or social interactions are encouraged and may use the e-mail lists maintained by the Club.

- (a) Email communications sanctioned by this section are not considered official and are therefore prohibited from using the GBMAC logo.**

GBMAC Ballot Form

President
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name

Vice-President
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name

Secretary
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name

Treasurer
<input type="checkbox"/> Name
<input type="checkbox"/> Name
<input type="checkbox"/> Name
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Member-At-Large
<input type="checkbox"/> Name
<input type="checkbox"/> Name
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Member-At-Large
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Notes: _____