

Hudson Valley Hornets, Inc.

***As Amended on August 5th, 2006
to add Member Emeritus to pages 5, 15 and 20.***

**Introduction
Constitution
By-Laws
Rules and Guidelines**

for member use at

***Old Orchard Airpark
156 Freetown Road
Plattekill, NY***

Mailing Address:

**Hudson Valley Hornets, Inc.
P.O. Box 18
Modena, NY 12568**

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Introduction

Article I: About the Mission

A group of twenty-six individuals formed the *Hudson Valley Flyers, Inc.* Their intention was to buy land, design an airpark and construct a facility to handle the operations of a variety of small aircraft that are not always welcome at regular commercial types of airports. The parcel was then to be leased by *Hudson Valley Hornets, Inc.* for operation and maintenance for a period of ninety-nine years (*HVF, Inc. To HVH, Inc.*).

The intent of *Hudson Valley Hornets, Inc.* is to maintain the airpark by collecting initiation fees, annual dues, rents from tiedowns and hangar spaces and through any other means of acquiring funds as necessary while at the same time keeping member costs to a minimum.

Members can also build their own hangars at their own expense as space permits.

Article II: Introduction

Old Orchard Airpark is a private grass runway approximately 2,700 feet long by one hundred feet wide. It is owned by *Hudson Valley Flyers, Inc.*

Old Orchard Airpark is located on a twenty-six acre parcel of land approximately four miles east of the village of Modena, NY at 156 Freetown Road and adjacent to the New York State Thruway

Runways: 18-36 2,700' x 100' (TURF - G)
Field Elevation: 660' MSL
Pattern altitude: 800' AGL (use 1500' MSL).

Remarks: Avoid overflying New York State Thruway. When approaching to land to the north use right hand pattern; when approaching to land to the south use left hand pattern.

Flight Operations at Old Orchard Airpark generally run from April through October or until snow falls. The Airpark has no plans or obligations to plow snow from the runway or access roads. Any and all plowing (to hangars, to tiedowns or on access roads) will be done by volunteers as they so choose.

The Clubhouse is open to all members on a year round basis but has no assigned staff or hours. In view of the fact that Old Orchard Airpark is a new venture for *Hudson Valley Hornets, Inc.* the following guidelines have been enacted to insure equitable treatment of all members. A signed "Document of Understanding" must be completed by each and every member and returned to the *Hudson Valley Hornets, Inc.* Executive Board to be kept on file.

Constitution

Article III: Purpose

Section 1: The objects, purpose and scope of this club shall be:

- a) To establish a social and recreational club.
- b) To promote, sponsor, manage, handle and direct all activities in connection with aviation; primarily including but not limited to light aircraft, ultralights, and experimental aircraft.
- c) To sponsor fellowship among members herein and to promote activities in the furtherance of good sportsmanship and fellowship among the members of the club.

Section 2: This club is a non-profit, educational organization and is not organized for business purposes nor for monetary profit. No part of the net earnings thereof shall be made available to the benefit of any member but shall be used exclusively to the benefit of the club strictly as an aviation, social and sporting club but for the purpose aforesaid.

Article IV: Membership

Section 1: Membership shall consist of

- a) Social Member
- b) Tie Down Member (i.e. "Full Member")
- c) Tie Down Member with Hangar Privileges (i.e. "Full Member")
- d) Member Emeritus

Section 2: New members must attend at least six (6) regular membership meetings during their first year.

Article V: Dues

Members shall pay annual dues; the dues amount shall be set each year and shall be payable on the first of June and/or prorated as the case may be.

Article VI: Officers

Section 1: The officers of the club shall consist of a president, vice-president,

treasurer, recording secretary and corresponding secretary.

Section 2: Each officer shall be elected to a term of one year (see Amendments).

Article VII: Meetings

Section 1: There shall be an annual membership meeting in October of each year for the election of officers.

Section 2: Each officer shall be elected to their office by a majority vote of the full members in good standing on the records of this club present at such annual meeting.

Section 3: Regular meetings of all members of this club may be called at any time by the president of the club.

Article VIII: By-Laws

Section 1: By-laws to control the duties of the officers and to regulate the affairs of the club, including the actions of the members of the club, meetings of the club, and such other things as shall be necessary and proper for the carrying on of the business of the club shall be enacted.

Section 2: All votes shall be by secret ballot if such procedure is requested by any member.

Article IX: Membership Privileges

Members of the club shall receive "Certificates of Membership" which shall entitle them to all privileges of the club as identified with respect to their specific level of membership (i.e. *social, tie-down member, or tie-down member with hangar privileges*). If a member is the holder of a specific type of aircraft-related certificate (i.e. A&P license, IA inspector or flight instructor, he may offer his expertise for hire with the approval of the Executive Board. Other trades or businesses may also be accepted for hire with the approval of the Executive Board.

Article X: Amendments

This constitution may be altered, amended, or added to by a three-fourths vote of the members representing a majority of full members at a meeting provided that the proposed amendment has an affirmative vote of the

members representing a majority of the full members at a meeting called for that purpose. Written notice shall be sent to every full member of record at his last know post office address at least ten (10) days before the date of such meeting. Notice shall state the alterations, amendments, or changes which are proposed to be made in this constitution and these alterations, amendments or changes to be voted upon. Only such changes as have been specified in the original notice shall be made.

By-Laws

Article I: Meeting of Members

- Section 1:** *Annual Meetings.* The annual meeting of the members for the election of officers for the ensuing year and for such business as may properly come before the meeting shall be held at such place designated by the president, in October of each year. The corresponding secretary shall serve personally or send through the post office, at least ten (10) days before such meeting, a notice thereof addressed to each member at his last known post office address. At all meetings, five (5) regular members including officers shall constitute a quorum.
- Section 2:** *Regular Meetings.* Regular meetings of members upon ten (10) days notice to all members of record, such notice to contain a statement of the business to be transacted at such meeting and to be served personally or to be sent through the post office addressed to each member of record at his last known post office address. The president shall also in like manner call a regular meeting of members, whenever so requested in writing by full members representing no less than one-third of the total members of record of the club. Regular meetings of the members may be had and held at any time provided all members of record are personally present, and any business may be transacted which might have been transacted if the meeting had been duly called.
- Section 3:** *Voting.* At all meetings of the members and at all elections of officers, each full member, in good standing (all dues paid), shall be entitled to cast one vote. The members shall have at least ten (10) days notice of any proposed vote.
- Section 4:** *Order of Business.* At all meetings of members, the following order of business shall be observed so far consistent with the purpose of the meeting.
- a) Call of Roll.
 - b) Report of proper notice of meeting.
 - c) Reading of the minutes of the preceeding meeting and action thereon.
 - d) Report of the president.
 - e) Report of the corresponding secretary.
 - f) Report of treasurer.
 - g) Report of committees (if any).
 - h) Election of officers.

- i) Unfinished business.
- j) New business.
- k) Good and Welfare.
- l) Space and Fees

Article II: Officers

Section 1: Officers. The officers of the club shall be a president, a vice president, a treasurer, a recording secretary and a corresponding secretary.

Section 2: Election of Officers. The officers of the club shall be chosen annually by members at an annual meeting held in October of each year and shall hold office for the period of one year. The president may succeed himself only once.

Section 3: Removal of Officers. Any officer may be removed with cause, and his successor elected at any regular meeting of the club, provided two-thirds of the vote of the full members registered and in good standing are in favor of such removal. *Definition of a "member in good standing" - a member who is in full compliance with all conditions of these rules and has a monies, dues and assessments paid in full to the Hudson Valley Hornets, Inc. organization.*

Section 4: The President. The president shall:

- a) Preside at all meetings of the club.
- b) Call to order and sit as temporary chairman at all meetings of the members.
- c) Present at each meeting a report of the condition of the club.
- d) Order, along with the Executive Board, meetings of the members in accordance with these by-laws.
- e) Appoint and remove, along with the Executive Board approval, all servants, agents and employees of the club and make prompt report thereof to the members, but the members shall not have power of removal.
- f) Together with the recording secretary make and sign all contracts, deeds, agreements and treasurer warrants and see that they are properly carried out. This is obligatory and any instrument must be executed by both the president and the recording secretary in order to bind the club.
- g) See that the books, reports, statements and certificates required by the statutes under which this club is organized are properly kept, made and filed according to law.

- h) Sign all certificates of members of the club.**
- i) (The president) may sign all checks, drafts and orders for the payment of money and to pay out and dispose of the same with the consent of the treasurer.**
- j) Enforce these by-laws.**
- k) Do and perform all acts, incident to the position of president, or which are authorized or required by law.**
- l) Be custodian of the seal and affix same when required.**

Section 5: *The Vice President.* The vice president shall:

- a) During the absence or inability of the president to render and perform his duties or exercise his powers, as set forth in these by-laws or in the acts under which this club is organized, the same shall be performed and exercised by the vice president, and when so acting, he shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon such president.**

Section 6: *The Treasurer.* The treasurer shall:

- a) Have the care and custody of and be responsible for all the funds and security of the club and deposit all such funds in the name of the club in such bank or banks or trust company or trust companies as the members may designate.**
- b) Exhibit at all reasonable times his books and accounts to any member of the club, upon application at the office of the club during business hours.**
- c) Render a statement of the condition of the finances of the club at each stated meeting of the members and a fiscal financial report at the annual meeting of the members.**
- d) Generally perform all the duties pertaining to the office of the treasurer.**
- e) (The treasurer) may sign all checks, drafts, and orders for the payment of money and to pay out and dispose of same with the consent of the president.**

Section 7: *The Recording Secretary.* The recording secretary shall:

- a) Keep the minutes of the meetings of the members**

- in appropriate books.
- b) **Keep the membership book in such manner as to show at any time the names of the members alphabetically arranged and their respective places of residence and their post office addresses and keep such membership book subject to the inspection of any member and permit such member to make any extracts therefrom as needed by said member.**
 - c) **Be custodian of all records.**
 - d) **Together with the president make all contracts, deeds, agreements and treasurer warrants and see that they are properly carried out. This is obligatory and any instrument must be executed by both the president and the recording secretary in order to bind the club.**

Section 8: *The Corresponding Secretary.* The corresponding secretary shall:

- a) **Give and serve notices to the club.**
- b) **Lay before the members at their stated meeting, all communications addressed to him officially by the president or any officer or member of the club.**
- c) **Attend to all correspondence and perform all duties incident to the office of the corresponding secretary.**

Section 9: *Treasurer's Bond.* The treasurer shall, if requested by the club, give to the club such security for the faithful discharge of his duties, as members may direct.

Section 10: *Vacancies; how filled.* Should any vacancy occur by death, resignation or otherwise, same shall be appointed by the president until the next general election is held.

Article III: Executive Committee

Section 1: *Membership.* The executive committee shall have nine (9) members. All shall be full members of the Hudson Valley Hornets, Inc. club and shall consist of the five (5) officers, the previous year's president of the club and three (3) members nominated by the president and ratified by a membership vote.

Section 2: *Vacancies.* Should any vacancies occur by death, resignation or by duplication of offices held, the president shall fill this vacancy by appointing a member of the club to the committee.

Section 3: Duties. The executive committee shall:

- ~~a) Pass on all monies approved by the members of the club at a meeting, by a majority vote of the committee.~~
- b) Shall have the duty to investigate any charge of a member to member abuse (verbal or physical) and of club facilities or equipment and shall discipline as they deem proper and just.**
- c) Shall have the duty to investigate the delinquency of members who do not keep up with payments of dues, fees, rents and assessments and deal with such discrepancies as deemed proper and just, including expulsion from the club.**

Section 4: Meetings. This committee shall be called into session by the president or any three (3) of its members. A quorum is five (5) members of the committee.

Article IV: The Seal

See Article II, Section 4(l).

Article V: Certificate of Membership

Section 1: Description of Certificate(Card). The Certificates of Membership shall be numbered and registered in the order in which they are issued. They shall be signed by the president and sealed with the seal of the club. The date of expiration and the member's name shall be contained on the face of each certificate.

Section 2: Transfer of Certificates. No certificate of membership of the club may be transferred or reassigned under any conditions.

Section 3: Lost Certificates. If the holder of any certificate shall lose same he shall immediately notify the club of the fact and the club may then cause a new certificate to be issued on payment of the sum of one dollar (\$1.00).

Article VI: Bills, Notes, etc.

All bills payable, notes, checks or other negotiable instruments of the club shall be made in the name of the club and shall be signed by the president or treasurer and have the approval of the executive committee. No officer or agent of the club either singly or jointly with others, shall have the power to make any bill payable, note or check or other negotiable instrument

or endorse same in the name or on behalf of the club except as herein expressly prescribed and provided.

Article VII: Amendments

These by-laws may be altered, amended or added to by an affirmative vote of the members representing a majority of the full members at an annual meeting or at a regular meeting called for that purpose, provided that a written notice shall have been sent to every member of record at his last known post office address at least ten (10) days before the date of such annual or regular meeting which shall state the alterations, amendments or changes which are proposed to be made in such by-laws. Only such changes as have been specified in the notice shall be made.

Rules and Guidelines

Membership Fees and Dues

New members may join Hudson Valley Hornets, Inc. under three classifications.

1. Social Member

- a) Pay a one time initiation fee of \$500.00 present rate, or amount directed by the Executive Board.
- b) Pay annual dues at present rate of \$85.00 per year or amount directed by the Executive Board.
- c) May fly into Old Orchard Airpark to visit; no extended parking.
- d) May visit, talk, share opinions, ask for advice, use shop and equipment for minor repair work but no other benefits.
- e) May upgrade membership to a 'full' membership (i.e. tie-down or tie down with hangar privileges) upon payment of additional \$500.00 (present rate) or amount as directed by the Executive Board.
- f) Has no voting privileges dealing with the operation, future plans or requirements relating to Old Orchard Airpark.
- g) May not tie down aircraft or otherwise park aircraft for extended periods of time unless authorized by the Executive Board.
- h) Must work fifteen (15) hours per year or pay \$15.00 per hour not worked. If no hours are worked, member will be assessed \$225.00 for the year (15 hours X \$15.00 per hour = \$225.00).

2. Full Member with Tie-Down Privileges

- a) Pay a one time initiation fee of \$1000.00 present rate, or amount directed by the Executive Board.
- b) Pay annual dues at present rate of \$85.00 per year or amount directed by the Executive Board.
- c) Rent tie-down space at monthly rate. Rate for tie-downs to be determined by the Executive Board and changed by the Executive Board as required to meet operational costs of running Old Orchard Airpark.
- d) Has full voting privileges.
- e) Must work fifteen (15) hours per year or pay \$15.00 per hour not worked. If no hours are worked, member will be assessed \$225.00 for the year (15 hours X \$15.00 per hour = \$225.00).

*3. Full Member with Hangar Privileges**

- a) **Pay a one time initiation fee of \$3000.00 present rate, or amount directed by the Executive Board.**
- b) **Pay annual dues at present rate of \$85.00 per year or amount directed by the Executive Board.**
- c) **Rent hangar lot at monthly rate. Rate for hangar lots to be determined by the Executive Board and changed by the Executive Board as required to meet operational costs of running Old Orchard Airpark.**
- d) **Has full voting privileges.**
- e) **Must work fifteen (15) hours per year or pay \$15.00 per hour not worked. If no hours are worked, member will be assessed \$225.00 for the year (15 hours X \$15.00 per hour = \$225.00).**

***This level of membership is limited to availability of hangar lots.**

4. *Member Emeritus*

This class of membership shall consist of a member who gives up {or has given up} his status as an active member but wishes to continue contact with the Club. A member in this class of membership is not an active member and visits the Airpark on an infrequent basis. A member in this membership class must have previously been a member in good standing. The Membership approves the member applying for this class of membership through the Executive Board. A member in this membership class cannot vote. A member in this class of membership has no work requirement and pays no initiation fee. A member in this class of membership will receive the monthly Newsletter. The annual fee for a member in this membership class shall be a sum less than that paid for normal membership and will be set and/or reset by the Club at the same time the normal annual dues are set and/or reset. At the present time, \$50 per year is recommended. If a member in this membership class wishes to reactivate his or her original membership status, he or she may do so by simply notifying the President and paying the difference in dues.

Flying Clubs

1. **Members who wish to form their own flying club, buy their own aircraft and maintain same as a group may do so, but must be totally responsible for themselves.**
2. **All flying club members must be full members of *Hudson Valley Hornets, Inc.* (either *tie-down or hangar privileges*). A social member may not be a member of a flying club unless and until he conforms to the full membership requirement by paying at least the additional \$500 to become a tie-down member or an additional \$2,500 to become a tie-down member with hangar privileges (if and when available).**
3. **Tie-down space for a flying club aircraft will be rented at the same rate as any other aircraft at the airpark.**

Clubhouse (Meeting Room Area)

All *Hudson Valley Hornets, Inc.* members are welcome to use the clubhouse facility but must adhere to the following conditions:

1. **Member must act in a gentleman-like manner at all times.**
2. **Member must treat the building and general facility as if it were his own home. Pick up after oneself!**
3. **Member must not abuse or ruin clubhouse furniture, equipment or furnishings.**
4. **Member must not bring large aircraft parts or any associated engine parts or tools into the clubhouse meeting room area.**
5. **No pets are allowed in clubhouse.**
6. **Children under twelve (12) years of age must be accompanied by parents at all times.**
7. **Any items, equipment or materials donated to the club by members must first be approved by the Executive Board prior to bringing same onto the property or into the clubhouse.**

Shop (Machine Tools and Work Area)

1. **Power and hand tools may be used by *Hudson Valley Hornets* members as requested.**

2. **Shop space is limited. Big, long-term, private projects must obtain Executive Board approval prior to bringing them into shop to work on.**
3. **Some aircraft tools are special and costly. These tools will be under lock and key and will require requesting member to sign them out through the shop managers at specific times only.**
4. **Members working in the shop shall pick up the area each day, put tools away and leave premises clean and neat for other members.**
5. **Members who bring in their own tools shall be totally responsible for them. Lock them up!**
6. **No children will be allowed in the shop area without adult supervision.**

Tie-Down Space Rental

1. **The basic tie-down space area is a 30' deep by 40' wide area of land.**
2. **All tie-down and hangar members shall be required to cut the grass and maintain their respective areas.**
3. **One and only one aircraft shall be allowed on a tie-down space.**
4. **Grass must be cut at least four (4) to five (5) times during the summer season.**
5. **Rents for space may be paid monthly or by the year in advance.**

Hangar Construction

1. **If space is available and a member (with hangar privileges) so chooses, he may construct his own hangar at his own expense, tax burden and risk. Any and all conditions to be the same for all hangar owners.**
2. **The basic size of a hangar is 30' deep by 40' wide.**
3. **A trussed roof style building is the only configuration approved for installation.**
4. **For larger hangars over the standard 1200 square feet, an additional cost per square foot rate will be charged for the additional space being rented. This rate will be dictated by the tax rates as identified by the Town of Plattekill, NY**

5. Tie-down space rent and pro-rata town and school taxes will be paid in a lump sum, monthly.
6. If for any reason a member chooses to terminate his membership in the *Hudson Valley Hornets, Inc.*, he may sell his hangar to another member with hangar privileges, sell his hangar to the *Hudson Valley Hornets, Inc.*, or it may be removed at his own expense. However, failure to pay the rent, pay the taxes, or if the hangar is otherwise abandoned it shall become the property of the *Hudson Valley Hornets, Inc.* and shall be disposed of as the Executive Board determines.
7. Failure to pay rental and taxes due on one's hangar for one year will result in having the *Hudson Valley Hornets, Inc.* take over ownership of said hangar.
8. Once parcels are activated, rents will start to be collected on these tie-downs whether an aircraft is parked on same or not. Deactivation of a parcel will require a letter to the Executive Board stating the member's intentions.
9. Members who request a hangar spot shall be required to select locations designated for hangar construction only.
10. Hangar designs shall be reviewed by the Executive Board and shall require approval by the Executive Board and the Town of Plattekill Building Department prior to any construction. A building permit is required by the town.
11. Designation and approval of tie-down spots will be granted by the Executive Board provided an owner or *Hornet* member is a "member in good standing" with respect to airfield construction hours worked or payment for hours not worked. Either one or the other above conditions must be satisfied before approval will be granted by the Executive Board.
12. Tie-down spots will be made available to interested *Hornet* members through the Space and Fees Manager, the same as they are being handled at present.
13. All fees must be paid on or about the first of each month. A twenty percent (20%) late fee will be charged after the 15th of the month.
14. *Hudson Valley Hornets, Inc.* will not be responsible for any damage or losses while on airpark property.
15. If proper rents are not collected by the end of sixty (60) days the Executive Board will secure the aircraft and/or hangar until account is paid in full plus late fees.

Work Hours for Site Maintenance

1. All members shall be required to perform a minimum of fifteen (15) hours of work each year to handle general maintenance and upkeep of the site.
2. Basic items of work shall include but are not limited to the following:
 - a. Cutting grass runway and grass taxiways.
 - b. Cutting of other required grass areas such as around clubhouse, along main roadways and access roads.
 - c. Maintenance of lawn mowing equipment.
 - d. Maintenance of other necessary and required machine equipment.
 - e. Road maintenance and repair; winter plowing as required
 - f. Building maintenance for the clubhouse, and any other future organization-owned hangars or structures.
 - g. Garbage collection and general policing of the site (picking up cans, bottles, trash, paper, etc. and any other unsightly materials discarded by persons unknown.
3. Work crews shall be set up for the above types of work to be performed.
4. A crew foreman shall be designated for each crew and that person shall be responsible for his particular section of work and for keeping time records for his volunteers.
5. Those members who do not choose to work their time off shall be assessed at a rate of fifteen dollars (\$15.00) per hour for a total of fifteen (15) hours for a total of \$225.00 per year. This rate may be increased if warranted by approval of the Executive Board.
6. Elected officers of the Executive Board shall be exempt from work hours.
7. No work hours shall be required of any member past the age of 79.
8. Work hours will be monitored by means of a "receipt form" indicating time worked for that day.
9. One or more time recording managers will be appointed to issue and maintain work time receipts.

Restrictions

1. No individual member shall be allowed to use the clubhouse or airpark facility

for his or her private parties, family get-togethers, weddings, or special "buddy-buddy" events without the approval of the Executive Board. Requests must be made one (1) month in advance of requested date.

2. No individual member shall be allowed to conduct flying lessons or rides for hire at or from Old Orchard Airpark without approval of the Executive Board.
3. No individual member may run a business and/or collect a profit from the use of the Old Orchard Airpark facility without the approval of the Executive Board.
4. A member must attend a minimum of four (4) regular meetings annually for his vote to count.

Penalties

1. Failure of any member to abide by the above stated rules and guidelines shall require review of the complaint by the Executive Board.
2. A member who chooses to leave the *Hudson Valley Hornets, Inc.* and then wants to rejoin the group again at a later date shall be treated as a new member and he shall have to pay the initiation fee again for the classification of membership he is entering into except as provided for in Rules and Guidelines, page 5, *Member Emeritus*.
3. Members who let dues, fees, tie-down space rents, taxes and any other assessments lapse into an overdue condition shall be notified by the Executive Board as to how the situation will be rectified.
4. Unresolved disputes, confrontations, and undignified conduct by any member will be reviewed and settled by the Executive Board. Their decision will be final.
5. In all cases where fees are mentioned, they shall be subject to change by direction and approval of the Executive Board.

Hudson Valley Hornets, Inc.

**P.O. Box 18
Modena, NY 12548**

Document of Understanding

I (print your name) _____ hereby acknowledge that I have read, understand and will abide by all of the conditions as described, stated and outlined in the booklet called Hudson Valley Hornets, Inc. Introduction, Constitution, By-Laws, Rules and Guidelines for Member Use at Old Orchard Airpark.

Signature _____ Date _____

Note: This document is to be recorded, retained and filed with the Hudson Valley Hornets, Inc. Executive Board. Failure to sign and return this document will result in termination from Hudson Valley Hornets, Inc.

Hudson Valley Hornets, Inc.

**Old Orchard Airpark
156 Freetown Road
Plattekill, NY**

Certificate of Membership

_____ is hereby accepted into *Hudson Valley Hornets, Inc.* under the following classification:

- () **Social Member - Initiation Fee Paid \$500.00**
- () **Full Member with Tie-Down Privileges - Initiation Fee Paid \$1000**
- () **Full Member with Hangar Privileges - Initiation Fee Paid \$3000**

By Order of the President, Hudson Valley Hornets, Inc.

Signed _____
Certificate Number _____
Effective Date _____