

# **Bell-Air R/C Flyers (AMA Club Charter #654)**

## **Document Control Guidelines**

### **For Club Secretary Officer**

#### **Overview:**

- The Bell-Air Club Secretary will be responsible for storing the club's public original format documents and maintaining the latest revisions. Original documents may be edited by a check-out process described below. Public documents are defined as any documents posted on the club's website or printed for public viewing.

#### **Document List:**

- Constitution, By-Laws, Field Rules, Spotter Guidelines, Flight Training, Pylon Racing Rules, Social Media Director, Food Service Coordinator, Document Control Guidelines, Bell-Air Flyer.
- Other documents can be added to this list as they become available.

#### **Revision Control / File Naming:**

- The document's file name shall have the following format to aid in sorting by name:
- YYYY-MMDD-(filename). Examples: 2021-0316-CONSTITUTION, 2021-0316-Spotter Guidelines.
- Each club document will have in its content (usually at the end of the document) a revision date. This date and the file naming date should always match. The file attribute date may be a later date (saving without editing will cause this).

#### **Check-out / Check-in:**

- Any club board member (or regular club member with board member approval) can request a copy of an original document to be e-mailed for editing from the secretary.
- When edited, document will be e-mailed back to the secretary with an updated revision date in the document content and file name. Secretary shall double-check the file and store as appropriate.
- Changes to the Constitution and/or By-laws may need approval from the board or a quorum of club members. Secretary is responsible for adding the document to agendas for discussion if required.

#### **Document Distribution to E-mail or Website:**

- Most club documents will eventually need to be sent to the webmaster to update or add to the club's website.
- For document distribution to general e-mail, [Save As] a PDF file. This is a file "snapshot" that can be easily viewed on most all browsers.
- For the club website, [Save As] a PDF and drop the year and date in the file name. Example: 2021-0316-CONSTITUTION.docx becomes CONSTITUTION.pdf.

- Do not change any lettering, spacing or capitalization on website bound document file names. This makes it fast to update the site and will keep any QR code file paths valid.
- The person editing a document or the club secretary can send out .PDF copies to e-mail or to the webmaster as needed. Communicate with each other so as not to duplicate efforts.

**File Storage:**

- The club secretary shall keep all latest document revisions and back them up as appropriate to prevent loss of data.
- It is recommended any old document revisions over 1-year age be deleted to avoid clutter and possible accidental over-write issues.

Revision 08/26/2021