

EAA Chapter Bylaw

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Chapter Bylaws

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Title: JUNEAU COUNTY EAA

Bylaws

Date: February 18, 2003

Article I. Name: Juneau County EAA Chapter 1365

Article II. Location: Mauston New Lisbon Union Airport (82C)

Article III. Purpose:

- Promote, encourage, and facilitate an educational environment that will enhance the visibility of aviation in the Juneau County area for all to enjoy, young and old, flyers and non-flyers alike.
- Promote and encourage and make visible aviation of all types.
- Promote awareness of the educational benefits of aviation to the community as a form of recreation and as a commercial enhancement to the community in general.
- Promote educational opportunities regarding aviation for the community and EAA Chapter 1365 members.

Article IV. Chapter Membership

Eligibility for Chapter Membership: Eligibility for membership in the Chapter is open to any person who has an interest in recreational aviation, subject to the classifications of membership listed in Article IV, Section 1-5.

Classification of Chapter Membership: There are five (5) types of Chapter Memberships. These Chapter Membership Classifications include; Regular, Family, Honorary/Complimentary, Special, and Life. The specific details of these Chapter Membership Classifications are described in the following paragraphs:

1. Regular Chapter Membership: A Regular Chapter Member shall be any person who pays Chapter dues and is a Member in good standing of EAA (Experimental Aircraft Association, Incorporated).
2. Family Chapter Membership: A Family Chapter Membership shall be any family, including parents, and children, who pay the appropriate Chapter Membership dues and are Family Members of EAA (Experimental Aircraft Association Incorporated).
3. Honorary/Complimentary Membership: A Honorary/Complimentary Chapter Member shall be any person to whom the Chapter Officers, Chapter Board of Directors, or Chapter Membership wishes to extend an Honorary Chapter Membership. Honorary/Complimentary Chapter Memberships may be given to a person in recognition or appreciation of the support that person has provided to the Chapter. Honorary/Complimentary Chapter Members may not hold any elected or appointed Chapter Office or Position, nor are they entitled to any voting privileges within the Chapter. Honorary/Complimentary Members are not required to be members of EAA (Experimental Aircraft Association Inc.), but the Chapter Office at EAA Headquarters will extend a complimentary one year EAA Membership to any Honorary/Complimentary Chapter Member upon written request from the Chapter Officers, Chapter Board of Directors or Chapter Membership.
4. Special Chapter Membership: A Special Chapter Member shall be any person, who for temporary or short-term economic reasons is unable to pay the appropriate Chapter Membership dues and to whom the Chapter Officers, Chapter Board of Directors, or Chapter Membership wishes to extend a Chapter Membership. The Chapter Office at EAA Headquarters will extend a one year complimentary EAA Membership to any Special Chapter Member upon written request from the Chapter Officers, Chapter Board of Directors, or Chapter Membership.

5. Life Chapter Membership: A Life Chapter Membership may be bestowed on an individual

Chapter Member at the discretion of the Chapter Officers, Chapter Board of Directors, or Chapter Membership. All Life Chapter Members must be members in good standing of EAA (Experimental Aircraft Association, Incorporated). A Chapter Life Membership recognizes the long-term commitment to EAA and the Chapter made by the individual. A Life Chapter Member may hold any Chapter Office, shall have full voting privileges within the Chapter, and is exempt from annual Chapter dues.

Duration of Chapter Membership The Duration of a Regular and Family Chapter Membership shall be one (1) calendar year. Honorary/Complimentary or Special Chapter Memberships may be extended or continued beyond one (1) year at the discretion of the Chapter Officers, Chapter Board of Directors, or Chapter Membership. Life Chapter Membership is continuous for the life of the Chapter Member. Life Chapter Membership is not transferable to another person. All Chapter Members with voting privileges in the Chapter must maintain a current membership with the EAA (Experimental Aircraft Association Incorporated), except for the Honorary/Complimentary Chapter Members.

Voting Privileges of Chapter Membership: Voting privileges within the Chapter shall be limited to Regular Chapter Members, Family Chapter Members (excluding Children under 18 years or age), Special Chapter Members and Life Chapter Members. Honorary/Complimentary Chapter Members shall not have voting privileges within the Chapter.

Removal of Chapter Membership: Chapter Membership is a privilege, which requires an appropriate commitment from each Chapter Member. Each Chapter Member shall accept the responsibilities of Chapter Membership, and by acceptance agrees to promote EAA and the Chapter. In the event a Chapter Member fails to meet these requirements, they may be asked to relinquish their Chapter Membership in accordance with the following conditions:

1. Any Chapter Member, who by intentional negligent or reckless deed or action, harms or jeopardizes the reputation or assets of the Chapter or EAA, may be called before the Chapter Board of Directors and Chapter Officers for review. Upon conclusion of a review, the Chapter Board of Directors and Chapter Membership that said member be removed from Chapter Membership. Said Member may then be removed, by a majority vote of eligible members at any regular or special Chapter Membership Meeting where a quorum exists.
2. Any Chapter Member who fails to remit their Chapter Membership dues or fails to maintain their Chapter Membership in the EAA shall be considered removed from Chapter Membership.

Resignation of Membership: Any Chapter Member may resign their Chapter Membership at any time by delivering to any Chapter Officer a written notice of resignation. The resignation of Chapter membership shall become effective on the date stated in the written notice. In the event the written notice of resignation does not contain an affective date, the date of the Chapter member delivers the written notice to any Chapter Officer shall become the date of resignation.

Article V. Chapter Membership Dues and Assessments

The Chapter Officers and Chapter Board of Directors, with the concurrence of the Chapter Membership, will determine appropriate dues and assessments. The rate of dues or the amount of assessments shall be voted on and agreed to by the Chapter Membership at any regular Chapter Membership Meeting or Special Chapter Membership Meeting. The proposed dues or assessment must be passed by a majority vote of eligible Chapter Members in attendance. Dues and assessments shall be paid to the Chapter Treasurer, or any person they may designate. Dues are to be paid annually and are payable upon joining and every January 1st of each year thereafter. Assessments shall be paid as determined by the Chapter Officers and Chapter Board of Directors, with the majority concurrence of the Chapter Membership. Dues and assessments shall be considered wholly earned and shall not be pro-rated in the vent of expulsion or Members shall not be required to pay any dues or assessments. Life Chapter Members, while not required to pay dues, however may be required to pay assessments.

Article VI. Meeting of members

1. All meeting of the Chapter Members shall be held at a place to be determined by the Chapter Board of Directors.
2. Notice of any regular meeting of the Chapter Members shall be given before such meeting by notice published in a chapter publication, such as the Chapter Newsletter, or by phone, fax, or e-mail.
3. Special Chapter Membership Meetings may be held at such time and place as the Chapter President may determine. Special meetings may also be called by a two thirds (2/3) majority of the Chapter Board of Directors.

4. Notice of Special Chapter Membership Meetings, stating the location, time, and purpose of the meeting shall be given in the same manner as the notice required for the regular meetings, or by special letter.
5. A quorum is required for any Chapter Membership meetings; a quorum shall consist of no less eight (8) members in person and in good standing with the Chapter.
6. In the absence of the Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer, a temporary Meeting Chairman may be appointed by the Chapter Board of Directors and shall act as presiding officer. In the absence of either or both the Chapter Secretary and the Chapter Treasurer the chapter President or the temporary Presiding officer in the absence of the president may appoint a Chapter member in good standing to temporarily fill the position(s) of Secretary and/or Treasurer for that particular meeting.
7. At every meeting of the Chapter Members, each voting Chapter Member may have one vote on any question or resolution. In the absence of a Chapter Member, that Chapter Member shall have the right to vote by proxy. The Chapter Board of Directors shall be responsible for the method by which any proxy votes are issued accepted, or counted.
8. A simple majority of Chapter Members, that are eligible to vote, must be present or represented by proxy for the adoption of any resolution, except for a resolution that calls for the Chapter to separate its relationship with the Experimental Aircraft Association, Incorporated. In which case a majority of not less than eighty (80%) of the members eligible to vote, present, or represented by proxy, is necessary for the adoption such resolution.

Article VII Chapter Officers

1. The Chapter Officers shall be Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer, or a combination of Chapter Secretary and Chapter Treasurer.
2. The term of office for all Chapter Officers shall be two (2) years including class two (2) Directors limited to four (4) consecutive terms with offices staggered as follows;
 - a.) President, Secretary, Class II Director #2
 - b.) Vice President, Treasurer, Class II Director #1
3. The Chapter officers shall be elected at the regularly scheduled November Chapter Membership Meeting and shall hold office for one (1) year, from date of installation. Installation of Chapter Officers shall be at the December Chapter Membership Meeting following their election, but no later than the January 1st. following their election.
4. The Chapter Treasurer may be bonded in an amount to be determined by the Chapter Officers. The premium to bond the Chapter Treasurer shall be at the expense of the Chapter.

Article VIII Duties of the Chapter Officers

The following duties shall be performed by the Chapter Officers: Chapter Officers may, from time to time, be called upon to perform additional

duties, they may also, at their discretion, and in conjunction with direction from the Chapter Board of Directors, perform additional duties for the betterment, improvement, and well being of the Chapter.

1. The Chapter President shall be the Chief Executive Officer and Chairperson of the Chapter Board of Directors. The Chapter President shall have, subject to the advice, direction, and control of the Chapter Board of Directors, general charge of the Chapter business. The Chapter President shall jointly execute with the Chapter Secretary all contracts and instruments which have first been approved by the Chapter Board of Directors. The Chapter President may call any Special Meeting of the Members of the Chapters Board of Directors and/or general Chapter Membership. In case of the absence or disability of the Chapter Treasurer, the Chapter President may execute checks for expenditures authorized by the Chapter Board of Directors. In such circumstances, either the Chapter Vice President or Chapter Secretary shall be called upon to co-execute such checks.
2. The Chapter Vice President shall be vested with all the powers and authority of the Chapter President and shall perform the duties of the Chapter President in the case of the Chapter President's absence, disability, or inability, for any reason. The Chapter Vice President holds the title of "Supervising Chairperson" supervising and directing all "Chairpersons" individually placed in charge of certain Chapter committee (s) and activities. The Chapter Vice President shall also perform such duties connected with the operations of the Chapter at the suggestion or direction of the Chapter President. The Chapter Vice President may annually recruit a certified public accountant or an appropriate group of Chapter Members to verify that the financial records of the Chapter are in order. The Board of Directors can determine how they want the report to be delivered, written or oral.
3. The Chapter Secretary shall have the responsibility to take and publish minutes of all meetings. The Chapter Secretary is responsible for publishing notice of all regularly scheduled Membership and Chapter Board of Directors Meetings. Additionally, the Chapter Secretary is also responsible for publishing notice of Special Membership Meetings. The Chapter Secretary, with the assistance of the Chapter Membership Chairperson, shall keep a Chapter Membership Book, Roster or Record showing the name of each Chapter Member. The Chapter Secretary shall also be responsible for maintaining the currency and security of the original copies of the Chapter Bylaws, Non Profit-Identification Number (FEIN), and any other documents, books, papers, and records as the Chapter Officers or Chapter Board of Directors direct. The Chapter Secretary shall jointly execute, along with the Chapter President, all contracts and instruments that have been first approved by the Chapter Board of Directors, The Chapter Secretary shall perform all other duties incident to the Office of Chapter Secretary, subject to the control of the Chapter President and the Chapter Board of Directors.

4. Chapter Treasurer shall execute all checks authorized by the Chapter Board of Directors. Expenditures with a fiscal note greater than \$250.00 petty cash fund shall be authorized by a simple majority of the members present at a general Membership meeting. The Chapter Treasurer shall receive and deposit all funds in a financial institution recognized by the Federal Deposit Insurance Corporation (FDIC) (for U.S. Chapters), and approved by the Chapter Board of Directors. The Chapter shall also account for all receipts, disbursements, and the balance of funds on hand. The Chapter Treasurer shall perform all other duties subject to the control of the Chapter President and the Chapter Board of Directors. The Chapter Treasurer shall ensure the Chapter obtains and maintains a federal Employer Identification Number (FEIN) in addition to filing 501 c3 documentation with IRS annually and all other non-profit documents as required by law. The Chapter Treasurer shall be responsible for the accurate maintenance of all insurance records, including the proper application, binding, and premium payment for all necessary insurance required by the Experimental Aircraft Association, Incorporated. By resolution of the Chapter Board of Directors, the Chapter may require joint signatures on all checks drawn on Chapter accounts.

Article IX. Chapter Board of Directors

1. The business and property of the Chapter shall be conducted and controlled by the Chapter Board of Directors.
2. The Chapter Board of Directors shall consist of the following:
 - a) Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer.
 - b) Class II Director: Class II Director shall be two (2) to nine (9) additional members elected to the positions. of Class II Director.
 - c) The term of office for the Chapter Board of Directors shall be two (2) year.
3. The Chapter President shall preside over the Chapter Board of Directors as its Chairperson.
4. In case of a vacancy on the Chapter Board of Directors, the Chapter President may appoint a replacement, subject to the approval of a majority of the Chapter Board of Directors.
5. Meetings of the Chapter Board of Directors may be called at any time by the Chapter President or by two-thirds (2/3) majority of the Chapter Board of Directors.
6. Notice of Meetings of the Chapter Board of Directors, stating the location, time, and purpose of the meeting shall be mailed or personally given to each Member of the Chapter Board of Directors at least 48 hours but not more then 30 days prior to the time of the meeting.
7. A simple majority of the Chapter Board of Directors shall constitute a Quorum.
8. Each Member of the Chapter Board of Directors shall serve as a Board member without compensation.
9. The Chapter Board of Directors shall have the power and authority to enforce all rules and regulations pertaining to the use and operation of the Chapter's property.

Article X. Vacancies (Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer)

If the office of Chapter President, Chapter Vice President, Chapter Secretary, or Chapter Treasurer become vacant for any reason, the Chapter Board of Directors shall elect a successor who shall hold the office for the remainder of the normal term, or at the option of the Chapter Board of directors, hold a special election to fill the vacancy(s).

Article XI. Elections

1. The Chapter President may appoint a nominating committee made up of at least three (3) Chapter Members. The appointment of the nominating committee shall take place no later than September.
2. The appointments to the Nominating Committee shall be announced to the Chapter Members at the regular meeting in September, or earlier if a Nominating Committee has been formed at an earlier date. In addition, the names of the names of the Chapter Members appointed to the Nominating Committee shall be published in the next Chapter Newsletter, Newspaper article, e-mail, or posted at the Chapters regular meeting place
3. Beginning in September the Nominating Committee shall canvas the current Chapter Officers and Directors to determine if they wish to seek re-election to their current positions or be nominated for any other position. The Nominating Committee shall also canvas the Chapter Members of all committees and groups to seek those who may be interested in an elected position. Further, the Nominating Committee shall make themselves available to the Chapter Membership seeking any Chapter Members who may be interested and who are eligible for an elected position.
4. At the October Chapter Membership Meeting the Nominating Committee shall present to the Chapter Membership the nominations they have obtained. In addition, open nominations will be accepted from the Chapter Members during the October Chapter membership Meeting.
5. Once all nominations have been received, a slate of nominees may be posted at the regular meeting place, or any place or publication deemed appropriate by the Nominating Committee and as noted herein at #2 above.
6. Elections of Chapter Officers and Chapter Board of Directors will take place at the November Chapter Membership Meeting. Voting shall be done by written ballot and three (3) Chapter Members appointed by the Chapter Board of Directors shall conduct and monitor the election. All ballots will be counted and confirmed by the monitors and the results of the election announced to the members present. If deemed appropriate by the members the Chapter Secretary shall be responsible for the development and implementation of a process that will offer absent eligible voting members the opportunity to vote by proxy. Such process shall be reviewed and approved by the Chapter Board of Directors prior to its use.
7. All newly elected Chapter Officers and Chapter Board of Directors shall assume their responsibilities at the December Chapter Membership Meeting, but no later than January 1.

Article XII Financial Reports

1. The Chapter Treasurer shall prepare a **monthly report** ~~quarterly~~ and an annual financial statement and present each report on the financial status to the Chapter Membership. The form of report, either written or oral, will be determined by the Chapter Board of Directors. The Chapter Board of Directors will also determine the method of the report, either by presentation at a Chapter Membership Meeting or by Chapter Newsletter.
2. The Chapter Board of Directors, under the direction of the Chapter Vice President, shall arrange annually to have the financial records and practices of the Chapter verified. **The Chapter Board of Directors shall make available a copy of the written report to the Chapter Membership.** The Chapter Board of Directors will review any recommendations for changes in book keeping procedures and shall take appropriate steps to implement any reasonable recommendations.

Article XIII. Facilities, Tools, and Other Assets

1. The Chapter Officers and the Chapter Board of Directors shall ensure all facilities, tools, and other assets of the Chapter are properly insured or protected against loss.
2. A Chapter Officer or Chapter Director will serve on appropriate committees to properly manage the Chapters facilities, tools and other assets.

Article XIV Organization Committees

The Chapter Board of Directors may establish committees, as it deems necessary. Any committee established by the Chapter Board of Directors shall be responsible for reporting their activities directly to the Chapter Board of Directors.

Article XV Dispute Resolution

In the event a dispute arises within the Chapter, a written petition, endorsed by a quorum of Chapter Members, as defined in Article VI, may request intervention by the Chapter Office Staff of the Experimental Aircraft Association, concerning a dispute within the Chapter. The Chapter Membership will cooperate completely and fully with the Chapter Office Staff of the Experimental Aircraft Association, in the resolution process. In the event a dispute occurs within the Chapter, and it cannot be resolved with the assistance of the Chapter Office Staff of the Experimental Aircraft Association, and it is determined by the Chapter Office Staff of the Experimental Aircraft Association, to be at an impasse, the Chapter agrees and acknowledges the authority and responsibility of the Experimental Aircraft Association, to remove the Chapter Charter. If the Chapter Charter is removed, the Chapter will have no further recognition or affiliation with the Experimental Aircraft Association.

Article XVI Amendments

The Bylaws of the Chapter may be , amended, or new Bylaws adopted at any Regular Chapter Meeting of the Chapter Members called for that purpose. Amended or new Bylaws must be passed by not less than eighty percent (80%) majority vote of the Chapter Members eligible to vote and present at such meeting in person or by proxy.

1. FUNERAL FLOWERS FOR DECEASED MEMBERS

EAA Chapter 1365 will purchase floral arrangements OR give to a designated charity for deceased members of the chapter and their immediate families (parents, spouse and children). The amount is set at no more than \$50.00.

Article XVII Dissolution

The Chapter may be dissolved by a two-thirds majority vote of the voting Chapter Members. If the Chapter is dissolved, the Chapter President is responsible for ensuring that all Chapter debts and obligations are paid, and the proper disposition of all Chapter records are sent to the EAA Chapter Office at EAA Headquarters, P.O. Box 3086, Oshkosh, Wisconsin, 54903-3086. The Chapter President is also responsible for the disposition of all Chapter materials and assets that shall be donated to another non-profit organization. (The EAA and EAA Foundation are both non-profit organization).

Article XVIII. Chapter Charter Authorization

The Chapter accepts and acknowledges that the Chapter has been granted a conditional Charter under the authority of the Experimental Aircraft Association, Incorporated. Further the Chapter accepts and acknowledges that the privileges granted to the Chapter, under a conditional Charter, may be withdrawn in the event the Chapter fails in any way or manner to meet the requirements of the Chapter Charter of the Experimental Aircraft Association, Incorporated. In the event that the Experimental Aircraft Association, Incorporated withdraws the conditional Charter of the Chapter, the Chapter agrees to cease using any reference whatsoever to itself as a Chapter of the Experimental Aircraft Association, Incorporated.

Acknowledgement and Acceptance on behalf of:

Juneau County EAA Chapter 1365

Chapter President's Signature: Thos. G. Chudy Jr. Date: 18 Feb 03

Chapter Vice President's Signature: Donald G. Schwartz Date: 2/19/2003

Chapter Secretary's Signature: Debora A. Shuman Date: 2/18/03

Chapter Treasurer's Signature Timothy F. Salzwedel Date: 21 Feb 03

EAA Vice President, Chapter Relation's Signature:

Bob Mackey Date: 2/25/03

NOTE: This page is a computer generated copy of the original. The original copy has authentic hand written signatures on file in the Chapter files.