

THE BY-LAWS OF E.A.A. CHAPTER 509, INC.



Upon their adoption, the Articles contained within this document shall supersede all documents titled as By-Laws and/or any proposals and amendments attached thereto or contained within the aforementioned By-Laws of E.A.A. Chapter 509, Tri-County Sport Aviation, Incorporated.

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Article I: Name

The name of this corporation shall be Experimental Aircraft Association Chapter 509, Tri-County Sport Aviation, Incorporated. The period of existence shall be perpetual.

Article II: Location of Office

The office for the transaction of business for this corporation shall be located within the Counties of Eau Claire, Chippewa, and Dunn in the State of Wisconsin.

Article III: Purpose

The purpose for which this corporate E.A.A. Chapter is formed is to promote sport, civil, and military aviation by:

- A. Construction and reconstruction of sport, civil, and military aviation aircraft.
- B. Providing education in sound aviation principles.
- C. Fostering experimental and theoretical aviation research.
- D. Fostering public awareness of the role of aviation now and in the future.
- E. Supporting legislation to preserve the art of aviation and protect the rights of pilots and aircraft owners.
- F. Providing support to the Experimental Aircraft Association, Incorporated, and to the E.A.A. Air Education Museum.
- G. Providing a means of bringing aviation enthusiasts together.

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, Sections 1-5.

Classifications 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:

- A. Regular Chapter Membership: A Regular Chapter Member shall be any person who pays Chapter dues at the start of each calendar year and is a Member in good standing of EAA (Experimental Aircraft Association, Incorporated). A regular chapter membership fee is \$40.00. If a new member who has never been a member previously joins, their membership fee can be prorated at \$4/month starting with the month they

join or at the regular membership fee, whichever is cheaper.

- B. 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). A family membership fee is \$75.00.
- C. Honorary/Complimentary Membership: An 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 may extend a complimentary six-month EAA Membership to any Honorary/Complimentary Chapter Member upon written request from the Chapter Officers, Chapter Board of Directors or Chapter Membership.
- D. 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 may extend a complimentary six-month EAA Membership to any Special Chapter Member upon written request from the Chapter Officers, Chapter Board of Directors, or Chapter Membership.
- E. 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. A lifetime membership fee is \$1,000.00.

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 to cast a vote during

Board of Director Elections, dues changes, and chapter dissolution 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 of age), Special Chapter Members and Life Chapter Members. Honorary/Complimentary Chapter Members shall not have voting privileges within the Chapter. A General Member is defined as a member with voting privileges to vote on the following: Board of Director Elections, dues changes, and chapter dissolution.

Article V: Dues

Annual dues, in an amount recommended by the Board of Directors of E.A.A. Chapter 509, Tri-County Sport Aviation, Incorporated, and approved by a simple majority vote of the General Members in attendance at a regularly scheduled meeting, shall be elected during November and December. In addition to the annual dues, members shall make such contributions as are recommended by the Board of Directors of E.A.A. Chapter 509, Tri-County Sport Aviation, Incorporated, and approved by at least 67 percent of the General Membership.

Article VI: Officers

Section 1: Executive Officers

- a) The Executive Officers of this corporate E.A.A. Chapter shall be the President, the Vice-President, the Secretary, and the Treasurer
- b) The Executive Officers shall be elected to a two (2) year term by written ballot of the General Membership in accordance with the provisions set forth in these By-Laws, and shall hold office beginning January 1st following their election and until their successors are elected and installed. The President and Secretary will be elected at the end of odd-numbered years, and the Vice-President and Treasurer will be elected at the end of even-numbered years.
- c) The Executive Officers must fill the requirements of the Chapter General Membership

Section 2: The President

- a) The President shall be the Chief Executive Officer of this corporate E.A.A. Chapter and of the Board of Directors.
- b) The President may call any special meeting of the Board of Directors, and shall have, subject to the control and advice of the Directors, general charge of the business of this corporate Chapter.

- c) The President shall have the authority to appoint General Members of this corporate Chapter as committee chairpersons as they deem necessary, such as:
 - a. Newsletter Editor to assemble and send out a newsletter to the members
 - b. Web Editor to keep the chapter site up-to-date
 - c. Young Eagles Coordinator to coordinate Young Eagles Rallies
 - d. Eagle Flight Coordinator to coordinate Eagles Rallies
 - e. IMC/VMC Coordinator to coordinate VMC/IMC programming
 - f. Membership Coordinator to recruit, retain, and measure member satisfaction
 - g. Facilities coordinator to coordinate keeping the clubhouse and hangar in good working condition
- d) The President shall represent the Chapter, and co-ordinate matters with the Experimental Aircraft Association, Incorporated, and other organizations, or shall delegate such duties to a General Member within this corporate Chapter.
- e) Should any of the Executive Officers or the Directors of the Board step down from their position, the President shall appoint a replacement for the remainder of the term or until the next board election.
- f) The President provide the leadership to make this corporate Chapter a credit to the Experimental Aircraft Association, Incorporated, and to aviation in general.

Section 3: Vice-President

- a) The Vice-President shall be vested with all the powers and shall perform the duties of the President in their absence or disability. Should the president step down from their position, the Vice-President will fulfill the duties of President for the remainder of the term or the next board election.
- b) Act as the chapter ambassador by greeting guests at chapter events, introducing chapter members and guests, as well as handing out nametags, as necessary.
- c) The Vice-President shall perform such duties connected with the operation of this corporate Chapter, as directed by the President.

Section 4: Secretary

- a) The Secretary shall keep the minutes of all proceedings of meetings of the members and of the Board of Directors. They shall, in addition to the original, make copies of these minutes to be distributed as follows:
 - A copy to be stored in the Chapter document storage system
 - A copy of the minutes will be placed on the EAA 509 webpage.
- b) They shall maintain a proper record of membership, the By-Laws, and all records and/or papers of this corporate Chapter.
- c) They shall provide to the Experimental Aircraft Association, Incorporated a resume of the Chapter's activities, and of member's projects for Headquarters' records, as well as for possible publication in SPORT AVIATION or any other E.A.A. publication, as necessary.
- d) They shall provide to the Experimental Aircraft Association, Incorporated, an accurate Chapter membership list annually.
- e) They shall prepare and maintain a file of all of this corporate Chapter's historical records, business matters and correspondence.
- f) Act as the back-up chapter ambassador by greeting guests at chapter events, introducing chapter members and guests, as well as handing out nametags, as necessary when the Vice-President is unable to do so.
- g) They shall perform such duties connected with the operation of the corporate Chapter as directed by the President.

Section 5: Treasurer

- a) The Treasurer shall establish a checking account, a savings account, or a combination of both at a bank or reputable financial institution convenient to himself/herself. The account(s) shall be maintained in the name of Experimental Aircraft Association Chapter 509, Tri-County Sport Aviation, Incorporated.
- b) They shall make, when authorized by the President and/or the Board of Directors of this corporate Chapter, expenditures normal to the conduct of Chapter business.
- c) They shall establish a bookkeeping system, and maintain it in a legible manner. A file of bills paid is also to be maintained. In transactions without receipts, a suitable notation will be made and filed with paid bills.

- d) They shall submit to the membership of this corporate Chapter an itemized financial statement during December of each year, and shall report the financial status of the Chapter's finances to the members at each regular meeting of the members. They shall also provide to the Newsletter Editor a brief report on the Chapter's finances each month for publication of meeting notes and activities.
- e) They shall file tax forms for the Chapter.
- f) They shall maintain an inventory of all Chapter properties and/or assets.
- g) They shall keep record of and issue receipts for donations and issue receipts to the donors, are necessary.
- h) They shall perform such duties connected with the operation of the corporate Chapter as directed by the President.

Article VII: Board of Directors

- A. The Board of Directors shall consist of the President, the Vice-President, the Secretary, the Treasurer, and three (3) Directors who are General Members elected by the General Membership of this corporate Chapter. General Member Director's terms will be two (2) years in length, and the terms will be staggered such that one (1) of the Directors are elected on even-numbered years, and two (2) Directors will be elected on odd-numbered years. Such elections will take place during the regular election of the Executive Officers.
- B. In addition to regular meetings of the Board of Directors, the President shall be empowered to call a special meeting as They deems necessary. All members of this corporate Chapter may attend a meeting of the Board of Directors, but shall have no vote on the decisions reached therein.
- C. Three (3) members of the Board of Directors shall constitute a quorum. The President shall vote only in the event of a tie vote by the other Board members.
- D. The Board of Directors shall appoint a media contact person to serve as spokesperson for the chapter. This person will be the sole contact with the media in reporting a news event. Press releases for planned events will be reviewed by the contact person prior to release.

Article VIII: Meetings of Members

- A. Notice of the meeting shall be given by publication by E-mail.
- B. The President, (or in their absence, the Vice-President) or in the absence

of the President and the Vice-President, a Chairperson appointed by the President and/or the Vice- President, shall call the meeting of the members to order and shall act as the presiding officer thereof.

- C. Meetings shall be conducted in accordance with standard parliamentary procedures as outlined and defined in Roberts Rules of Order.
- D. General Members are entitled to only one vote when a vote is taken. General Members in absence are entitled to vote by written or implied proxy. The Chapter Board of Directors shall be responsible for the method by which any proxy votes are issued, accepted, or counted.
- E. Implied proxy shall be that action where a General Member has received written permission from another General Member to act or vote on their behalf whenever a vote or action is taken. The General Member voting an implied proxy may be requested to provide proof of permission.
- F. The Secretary shall be responsible for the method by which any proxy votes or issued, accepted or counted. Such process shall be reviewed and approved by the Chapter Board of Directors prior to its use.

Article IX: Elections

To conform to the policies and procedures established by the Experimental Aircraft Association, Incorporated; the following election procedures are adopted.

- A. Nominations for the offices of President, Vice-President, Secretary, Treasurer, and three (3) Directors shall be accepted from the floor during the regular September and October meeting of members. Only General Members may introduce such nominations. All nominations must have the approval of the nominee.
- B. The Executive Officers and the three (3) Directors shall be elected by a simple majority vote of the General Members voting by written ballot during the regular November meeting of the members.
- C. Only General Members shall be considered for nomination to elected posts within the corporate Chapter.

Article X: Special Elections

If the office of President, Vice-President, Secretary, Treasurer, or Director becomes vacant ~~for any reason~~, the General Membership of this corporate Chapter shall initiate a Special Election in the following manner:

- A. Nominations for a successor shall be accepted from the floor during a regular meeting of the members immediately following the announcement of the vacancy (or as soon thereafter as is deemed practical). Only a

General Member may be nominated, and only with their permission.

- B. The successor shall be elected during the next meeting of the members following their nomination by a simple majority vote of the General Members in attendance voting by written ballot.
- C. The successor shall not already be an Executive Officer or Director of this corporate Chapter except for in the case of article X, item D.
- D. Until the next special election, the following roles will take over in case of a board vacancy: President leaves- Vice President takes over duties of President; Vice President leaves- Treasurer takes over duties of Vice President; Treasurer leaves- Secretary Takes over of Treasurer; Secretary leaves- Treasurer takes over duties of Secretary.

Article XI: Amendments

Any General Member may make recommendation(s) to change or amend these By-Laws. Such amendment(s) or change(s) shall become law(s) when:

- A. The amendment(s) or change(s) is/are presented a meeting of the Board of Directors of this corporate Chapter by the author and approved by at least three (3) members of the Board of Directors, and
- B. The amendment(s) or change(s) is/are presented to the membership of this corporate Chapter at a regularly scheduled meeting by the author, and
- C. The amendment(s) or change(s) is/are approved by a majority vote of at least 67 per cent of the General Membership of this corporate Chapter during the next regular meeting of the members following the presentation of the amendment(s) or change(s) to the membership by the author, or as soon thereafter as is deemed practical.
- D. If the author of the amendment(s) or change(s) is an Executive Officer or a Director, they shall not be permitted to cast a 'yea' vote during the amendment(s) or change(s) consideration by the Board of Directors of this corporate Chapter.

Article XII: Chapter Directory

A Chapter Directory for Experimental Aircraft Association Chapter 509, Tri-County Sport Aviation, Incorporated, shall be published at the beginning of the calendar year, and shall be revised and/or updated at least annually, and shall contain at least the following information:

- A. Chapter Executive Officers
- B. Chapter Directors

C. Chapter Designees (Councilors or Coordinators).

D. Roster of Membership (including Name, Address, phone number, and e-mail address.)

This Directory shall be distributed to all members in all membership categories within this corporate Chapter structure. Copies will also be sent to interested E.A.A. Chapters in the area, and to the Experimental Aircraft Association, Incorporated.

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 is a non-profit organization).

Acknowledgement and Acceptance on behalf of:

Chapter 509, Tri-County Sport Aviation, Incorporated

Chapter President's Signature _____ Date _____

Chapter Vice President's Signature _____ Date _____

Chapter Secretary's Signature _____ Date _____

Chapter Treasurer's Signature _____ Date _____

EAA Vice President, Chapter Relations Signature _____ Date _____