

EAA Chapter 100 Bylaws

Table of Contents

Article I	Name
Article II	Location
Article III	Purpose
Article IV	Definitions
Article V	Chapter Membership
Article VI	Chapter Membership Dues
Article VII	Meetings
Article VIII	Chapter Elected Officers
Article IX	Duties of the Chapter Officers
Article X	Chapter Board of Directors
Article XI	Vacancies
Article XI	Elections
Article XIII	Transition of Leadership
Article XIV	Financial Reports
Article XV	Facilities, Tools, and Other Assets
Article XVI	Organization Committees
Article XVII	Dispute Resolution
Article XVIII	Amendments
Article XIX.	Dissolution
Article XX.	Chapter Charter Authorization

Bylaws of the *Experimental Aircraft Association (EAA) Chapter 100, Incorporated* Dated June 2, 2015

- Article I **Name:** The name of this Chapter is “EAA Chapter 100”, Incorporated
- Article II **Location:** The office for the transaction of business for the Chapter shall be the residence of the President of EAA Chapter 100 Inc. or at a place designated by the President.
- Article III **Purpose:** The purpose of this Chapter is to Promote, encourage, and facilitate:
1. An atmosphere where all are welcome to join in and become a part of recreational aviation.
 2. An environment that celebrates and nurtures the participation of families and the spirit of volunteerism within the world of recreational aviation.
 3. An environment that fosters safety and high standards in the design, construction, restoration, and operation of all types of recreational aircraft.
 4. Recreational aviation activities that provide educational opportunities.
 5. A positive, productive, and cooperative relationship between the Chapter and those governmental agencies and private enterprises that provide aviation services and facilities to the benefit of members of the Chapter.
 6. Membership in the EAA.

7. The mission, vision, goals and objectives of the EAA through programs and services within the Chapter family.

Article IV

Definitions

1. EAA: Experimental Aircraft Association
2. The Chapter: EAA Chapter 100 Inc.
3. Chapter Member: A person who is current in paying Chapter 100 dues.
4. EAA Member: A person who is current in paying EAA National dues.
5. Board of Directors: Chapter Members attending a Business Meeting.
6. Chapter Officers:
 - a. President (Elected)
 - b. Vice President (Elected)
 - c. Secretary/Treasurer (Elected)
 - d. Hangar Manager
 - e. Newsletter Editor
 - f. President Emeritus
7. Quorum: A Quorum will consist of at least 5 Current Members of which a minimum of 3 will be Officers. A Quorum is required for any vote.

Article V

Chapter Membership

Eligibility for Chapter Membership: Eligibility for membership in the Chapter is open to any person who has an interest in recreational aviation.

Classifications of Chapter Membership: There are two (2) types of Chapter Memberships. These Chapter Membership Classifications include; Regular, and Honorary. 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 is current in paying Chapter dues and is a Member in good standing of EAA.
2. Honorary Membership: An Honorary Chapter Member shall be any person to whom the Chapter Officers and/or Chapter Board of Directors, wishes to extend an Honorary Chapter Membership. Honorary Chapter Memberships may be given to a person in recognition or appreciation of the support that person has provided to the Chapter. Honorary Chapter Members may not hold any elected or appointed Chapter Office or Position, nor are they entitled to any voting or other membership privileges within the Chapter. Honorary Members are not required to be members of EAA.

Duration of Chapter Membership: The Duration of a Regular Chapter Membership shall be one (1) calendar year (Jan. 1st to Dec. 31st). All Chapter Members with voting privileges in the Chapter must maintain a current membership with both EAA and the Chapter.

Voting Privileges of Chapter Membership: Voting privileges within the Chapter shall be limited to Current Chapter Members.

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 condition:

- 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 for review. Upon conclusion of a review, the Chapter Board of Directors may upon finding reasonable cause, recommend to the Chapter Membership that said member be removed from Chapter Membership, by a majority vote of current members at any regular or special Business Meeting where a quorum exists.

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.

Article VI **Chapter Membership Dues**

Dues will be determined by the Board of Directors at a Business Meeting. Dues shall be paid to the Chapter Treasurer, or any person they designate. Dues are to be paid annually and are payable upon joining and every January 1st of each year thereafter. Dues shall be considered wholly earned and shall not be pro-rated in the event of late payment, expulsion or resignation.

Article VII **Meetings**

1. Notice and Agenda of Meetings will normally be published in a Chapter publication, such as the Chapter Website, Newsletter, or e-mail.
2. Chapter 100 meetings will consist of two types:
 - a Membership Meeting:
 - i Membership meetings are intended to provide members with entertainment, hangar flying, training, discussion of; member's projects and upcoming events, etc.
 - ii Member Meetings are normally held monthly. Date, time and place will be published in chapter publications.
 - b Business Meeting:
 - i Are intended to conduct the business and property of the chapter.
 - ii Are normally held every-other-month.
 - iii A quorum must exist before conducting any vote.
 - iv When a quorum is present, all attending Chapter Members constitutes the Board of Directors.
 - v Notice of a Business Meeting, stating the location, time, and purpose/agenda of the meeting shall be emailed to Chapter Members at least 24 hours prior to the time of the meeting. Rescheduled meeting dates will be distributed within one week of the originally scheduled meeting.

- vi The Chapter President will normally preside as Chairperson over the Chapter Board of Directors during a Business Meeting. However, in his absence another elected officer may act as Chairperson or a person appointed by the President may act as Chairperson. If neither of these conditions can be met, a temporary *Meeting Chairman* may be appointed by the Chapter Board of Directors who shall act as the presiding Chairperson.

Article VIII **Chapter Elected Officers**

1. The Chapter Elected Officers shall be Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer, or a combination of Chapter Secretary and Chapter Treasurer.
2. The Chapter Elected Officers shall be elected at the regularly scheduled November Chapter Membership Meeting. Installation of Chapter Officers shall be at the December Chapter Membership Meeting following their election, but no later than January 1st following their election.

Article IX **Duties of the Chapter Elected Officers**

The following duties shall be performed by the Chapter Officers: The 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 wellbeing 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 Business Meeting. 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 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 Business Meetings. Additionally, the Chapter Secretary is also responsible for publishing notice of Special Membership Meetings. The Chapter Secretary, 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 Incorporation documents, tax-exemption documents, Federal Employer 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. The Chapter Treasurer shall execute all checks authorized by the Chapter Board of Directors. 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 Treasurer 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). 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 X **Chapter Board of Directors**

1. The business and property of the Chapter shall be conducted and controlled by the Chapter Board of Directors at Business Meetings.
2. The Chapter Board of Directors shall have the power and authority to enforce all rules and regulations pertaining to the operation of the Chapter and its property.

Article XI **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 XII **Elections**

1. Anyone desiring to become an officer needs to notify the current president before the October Membership Meeting.
2. Nominees will be announced at the October Membership Meeting.
3. Only regular chapter members can vote.
4. Elections of Chapter Officers will take place at the November Chapter Membership Meeting. 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 prior to the meeting. Such process shall be reviewed and approved by the Chapter Board of Directors prior to its use.

5. All newly elected Chapter Officers shall assume their responsibilities at the December Chapter Membership Meeting, but no later than January 1.

Article XIII **Transition of Leadership**

1. The Chapter Membership recognizes the importance of a smooth transition of Chapter Leadership. Therefore, subsequent to the election of Chapter Officers and, the incumbent and newly elected Chapter Officers shall organize and hold a transition meeting wherein all Chapter records and information will be passed on to the newly elected Chapter Officers.
2. During the transition meeting, the newly elected Chapter Officers shall review the Chapter Bylaws, and the Chapter Goals, Mission and Vision Statements, Non-Profit Incorporation documents, tax status, and insurance policies to ensure they are clearly known and understood.
3. During the transition meeting the newly elected Chapter Officers shall review the incorporation documents to ensure the Chapter is current in all government obligations and the Chapter is properly incorporated.
4. During the transition meeting the newly elected Chapter Officers shall review and submit the Chapter Status Report to the EAA Chapter Office at EAA Headquarters, and ensure that all proper notifications have been forwarded to the EAA Chapter Office at EAA Headquarters as prescribed.
5. During the transition meeting the newly elected Chapter Officers shall review the insurance requirements specified by EAA and ensure that all proper insurance coverage has been arranged through the appropriate programs of the Experimental Aircraft Association.

Article XIV **Financial Reports**

1. The Chapter Treasurer shall prepare an annual financial statement and present the report on the financial status at the last Chapter Business Meeting of the calendar year. A written statement will be available upon request. The form of the report, either written or oral, will be determined by the Chapter Board of Directors.
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 XV **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. The Hangar Committee will properly manage the Chapter's facilities, tools, and other assets.

Article XVI **Organization Committees**

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

Article XVII **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 XVIII **Amendments**

The Bylaws of the Chapter may be, amended, or new Bylaws adopted at any Business Meeting. Amended or new Bylaws must be passed by majority vote of the Board of Directors at a business meeting.

Article XIX. **Dissolution**

The Chapter may be dissolved by a two-thirds majority vote of the Regular 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. (EAA and other EAA Chapters are non-profit organizations).

Article XX. **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 Charter Chapter of the Experimental Aircraft Association, Incorporated.

Acknowledgement and Acceptance on behalf of:

Chapter President's Signature _____ Date _____

Chapter Vice President's Signature _____ Date _____

Chapter Secretary/Treasurer's Signature _____ Date _____

EAA Chapter Office (Oshkosh) Representative's Signature

_____ Date _____