

BYLAWS OF

**The Blue-Ridge Chapter of the Experimental Aircraft Association, Inc.**

Revision 4

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## BYLAWS OF

### The Blue-Ridge Chapter of the Experimental Aircraft Association, Inc.

May 5, 1981

#### Article I. Name

- (i) The name of this chapter shall be The Blue-Ridge Chapter of the Experimental Aircraft Association, Inc. (Hereinafter referred to as the "Chapter")

#### Article II. Location

- (i) The office for the transaction of business for the Chapter shall be located in the vicinity of Hickory, Lenoir, or Morganton, North Carolina unless modified by the Chapter Board of Directors

#### Article III. Purpose

- (i) The purpose of this Chapter is to:
  - (1) To promote and encourage recreational aviation.
  - (2) To promote and encourage aviation safety in the design, construction and operation of all types of aircraft.
  - (3) To promote and encourage grass roots efforts relating to aviation research and development.
  - (4) To promote safety of flight.
- (ii) The purposes for which the organization is organized are exclusively scientific and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

#### Article IV. Membership

- (i) **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 (ii).
- (ii) **Classifications of Chapter Membership:** There are six (6) types of Chapter Memberships. These Chapter Membership Classifications include: Regular, Family, Honorary/Complimentary, Special, Life, and Student. 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 the Experimental Aircraft Association, Incorporated (Hereinafter referred to as "EAA").

**(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.

**(3) 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 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 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. 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.

**(6) Student Membership:**

Any person otherwise meeting the qualifications of Regular Membership but under the age of 18 as of January 1 may ask to be a Student Member. The membership fee for Student Membership shall be one-half (½) that of Regular Membership.

- (iii) **Duration of Chapter Membership:** The Duration of a Regular, Family, and Student 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.

- (iv) **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 or Student Chapter Members shall not have voting privileges within the Chapter. In order to be eligible to vote, a chapter member must have been a Regular Chapter Member, Family Chapter Member, Special Chapter Member, or Life Chapter Member for at least the preceding four (4) calendar months.
- (v) **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. Chapter Members who fail to meet these requirements may be asked to relinquish their Chapter Membership in accordance with the following conditions:
  - (1) Chapter Members, who by intentional negligent or reckless deed or action, harm or jeopardize 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. 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) Chapter Members who fail to remit Chapter Membership dues or fail to maintain membership in the EAA shall be removed from Chapter Membership.
- (vi) **Resignation of Membership:** Chapter Members wishing to resign Chapter Membership may do so at any time by delivering a written notice of resignation to any Chapter Officer. The date that the Chapter Member delivers the written notice to any Chapter Officer shall become the date of resignation.

## **Article V. Chapter Membership Dues and Assessments**

- (i) The Chapter Board of Directors, with the concurrence of the Chapter Membership, shall determine appropriate dues and assessments. The rate of dues or the amount of assessment 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 pass by a majority vote of the eligible Chapter Members in attendance.
- (ii) Dues and assessments shall be paid to the Chapter Treasurer or any person he or she may designate. Dues are to be paid annually and are payable upon joining and at the first Regular Chapter Meeting held of each year thereafter. Assessments shall be paid as determined by the Chapter Board of Directors with the majority concurrence of the Chapter Membership at a Regular Chapter Meeting. Dues and assessments shall be considered wholly earned and shall not be pro-rated in the event of expulsion or resignation.
- (iii) Honorary/Complimentary Chapter Members and Special Members shall not be required to pay any dues or assessments. Life Chapter Members are not required to pay dues but may be required to pay assessments.

## **Article VI. Chapter Membership Meetings**

- (i) All meetings of the Chapter Members shall be held at a place to be determined by the Chapter President or the Chapter Board of Directors.
- (ii) Unless otherwise altered by a majority of vote of the Chapter Membership, the Chapter shall hold a Regular Chapter Membership Meeting monthly.
- (iii) Special Chapter Membership Meetings may be held at such time and place as the Chapter President may determine. Special Chapter Membership Meetings may also be called by any four (4) Members of the Chapter Board of Directors.
- (iv) Notice of Regular Chapter Membership Meetings or Special Chapter Membership Meetings stating the location, time, and purpose of the meeting (if appropriate) shall be given before such meetings in a manner deemed appropriate by the Chapter Board of Directors.
- (v) A quorum is required for any Chapter Membership Meeting where a vote or decision is required; a quorum shall consist of at least one third (1/3) of the Chapter Members but not less than 10 Chapter Members.
- (vi) 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 the presiding officer for that meeting.
- (vii) 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 absentee ballot. The Chapter Board of Directors shall be responsible for the method by which any absentee ballots are issued, accepted, or counted.
- (viii) A simple majority of Chapter Members that are eligible to vote must be present or have submitted an absentee ballot for the adoption of any resolution, except for a resolution that calls for the Chapter to separate its relationship with the EAA in which case a majority of not less than eighty percent (80%) of the members eligible to vote is necessary for the adoption such resolution.

## **Article VII. Chapter Officers**

- (i) The Principal Chapter Officers shall be Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer, or a combination of Chapter Secretary and Chapter Treasurer.
- (ii) The Secondary Chapter Officers may include but are not limited to Newsletter Editor, Young Eagles Coordinators, and Flight Advisor. The positions of the Secondary Chapter Officers may be added or removed at the discretion of the Chapter Board of Directors. The duties of the Secondary Chapter Officers shall be determined by the Chapter Board of Directors.
- (iii) All Chapter Officers shall hold a Regular Chapter Membership, Family Chapter Membership, Special Chapter Membership, or Life Chapter Membership.
- (iv) All Chapter Officers must be at least eighteen (18) years old at the date of installation.
- (v) The term of office for all Chapter Officers shall be two (2) years from the date of installation.

- (vi) The Chapter Officers shall be elected at the regularly scheduled November Chapter Membership Meeting.
- (vii) The Chapter Treasurer may be bonded at the discretion of and in an amount to be determined by the Chapter Board of Directors. The premium to bond the Chapter Treasurer shall be at the expense of the Chapter.

### **Article VIII. Duties of the Principal Chapter Officers**

- (i) 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 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 Membership. The Chapter President may call any Special Meeting of the Members of the Chapter 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. No Chapter President completing a full term shall be re-elected to a consecutive term.
  - (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 conduct a review of Chapter finances in accordance with Article XIII Section (ii).
  - (3) The **Chapter Secretary** shall have the responsibility to keep minutes of all meetings and proceedings. 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 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, 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 Membership. 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, 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 keep a Chapter Membership Book, Roster or Record showing the name of each Chapter Member. 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. 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 EAA. 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**

- (i) The business and property of the Chapter shall be conducted and controlled by the Chapter Board of Directors.
- (ii) The Chapter Board of Directors shall consist of the following:
  - (1) The Executive Officers shall be the Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer.
  - (2) Three (3) additional members elected to the Board of Directors.
- (iii) The term of office for the Chapter Board of Directors shall be two (2) years.
- (iv) The Chapter President shall preside over the Chapter Board of Directors as its Chairperson.
- (v) 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.
- (vi) Meetings of the Chapter Board of Directors may be called at any time by the Chapter President or by any four (4) Members of the Chapter Board of Directors.
- (vii) Notice of Meetings of the Chapter Board of Directors, stating the location, time, and purpose of the meeting shall be mailed, either by post or electronic transmission, or personally given to each Member of the Chapter Board of Directors at least one (1) week prior to the time of the meeting. If a minimum of five (5) Members of the Chapter Board of Directors are present at a meeting, any business of the organization may be transacted without prior notice of the meeting provided that they are in agreement that business will be conducted.
- (viii) A simple majority of the Chapter Board of Directors, at least two (2) of which shall be Executive Officers, shall constitute a quorum of the Chapter Board of Directors.
- (ix) Each Member of the Chapter Board of Directors shall serve as a Board Member without compensation.
- (x) 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 (Principal Officers)**

- (i) If the office of Chapter President, Chapter Vice President, Chapter Secretary, or Chapter Treasurer becomes 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 discretion of the Chapter Board of Directors, hold a special election to fill the vacancy(s).

## **Article XI. Elections**

- (i) **Nominating Committee:** The Chapter Board of Directors shall 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 two (2) months prior to elections.
  - (1) 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 Chapter Members appointed to the Nominating Committee shall be published in a manner deemed appropriate by the Chapter Board of Directors.
  - (2) Beginning in September, the Nominating Committee shall canvas the current Chapter Officers and Chapter Board of Directors to determine if they wish to seek re-election to their current position or be nominated for any other position. The Nominating Committee shall also make themselves available to the Chapter Membership seeking any Chapter Members who may be interested and who are eligible to run for an elected position.
  - (3) At the October Chapter Membership Meeting prior to elections, 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. If deemed appropriate by the majority of the Chapter Membership, 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 absentee ballot. Such process shall be reviewed and approved by the Chapter Board of Directors prior to its use.
  - (4) Once all nominations have been received, a slate of nominees may be posted at the regular meeting place or any place deemed appropriate by the Nominating Committee and published in a manner deemed appropriate by the Chapter Board of Directors.
- (ii) Elections of Chapter Officers and Chapter Board of Directors shall take place at the November Chapter Membership Meeting. Voting shall be done in a manner deemed appropriate by the Chapter Board of Directors. 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
- (iii) All newly elected Chapter Officers and Chapter Board of Directors shall assume their responsibilities at the first Regular Chapter Membership Meeting following their election.



## **Article XII. Transition of Leadership**

- (i) To provide a smooth transition of chapter leadership, the incoming Chapter Officers and Chapter Board of Directors shall hold a transition meeting with the outgoing Chapter Officers and Chapter Board of Directors. In that meeting, all chapter records and information shall be passed on to the incoming Chapter Officers and Chapter Board of Directors.
- (ii) During the transition meeting, the newly elected Chapter Officers and Chapter Board of Directors shall review the Chapter Bylaws, Non-Profit Incorporation documents, tax status, and insurance policies to ensure they are clearly known and understood.
- (iii) During the transition meeting, the newly elected Chapter Officers and Chapter Board of Directors shall review the incorporation documents to ensure the Chapter is current in all government obligations and that the Chapter is properly incorporated.
- (iv) During the transition meeting, the newly elected Chapter Officers and Chapter Board of Directors 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.
- (v) During the transition meeting, the newly elected Chapter Officers and Chapter Board of Directors shall review the insurance requirements specified by EAA and ensure that all proper insurance coverage has been arranged through the appropriate programs of the EAA.

## **Article XIII. Financial Reports**

- (i) The Chapter Treasurer shall prepare quarterly and annual financial statement and present each report on the financial status of the Chapter to the Chapter Membership. The form of the report, either written or oral, shall be determined by the Chapter Board of Directors.
- (ii) The Chapter Vice President may require annually that the Chapter Board of Directors arrange to have the financial records and practices of the Chapter verified. The Chapter Board of Directors may conduct the review or, at their discretion, recruit an appropriate group of chapter members or a certified public accountant. The Chapter Board of Directors shall make available a copy of the written report to the Chapter Membership. The Chapter Board of Directors shall review any recommendations for changes in book keeping procedures and shall take appropriate steps to implement any reasonable recommendations.

## **Article XIV. Facilities, Tools, and Other Assets**

- (i) The Chapter Board of Directors shall ensure all facilities, tools, and other assets of the Chapter are properly protected against loss.

## **Article XV. Organization of Committees**

- (i) 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 its activities directly to the Chapter Board of Directors.

## **Article XVI. Dispute Resolution**

- (i) 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 EAA, concerning a dispute within the Chapter. The Chapter Membership will cooperate completely and fully with the Chapter Office Staff of the EAA 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 EAA, and it is determined by the Chapter Office Staff of the EAA, to be at an impasse, the Chapter agrees and acknowledges the authority and responsibility of the EAA, to remove the Chapter Charter. If the Chapter Charter is removed, the Chapter will have no further recognition or affiliation with the EAA.

## **Article XVII. Amendments**

- (i) Amendments or additions to these bylaws must be supported by at least a two-thirds majority vote of all Chapter Members eligible to vote. Members may vote either in person at the meeting or by absentee ballot. If deemed appropriate by the majority of the Chapter Membership, 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 absentee ballot. Such process shall be reviewed and approved by the Chapter Board of Directors prior to its use.

## **Article XVIII. Dissolution**

- (i) 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, which shall be donated to another non-profit organization. (EAA and other EAA Chapters are non-profit organizations).

## **Article XIX. Chapter Charter Authorization**

- (i) The Chapter accepts and acknowledges that the Chapter has been granted a conditional Charter under the authority of the EAA. 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 EAA. In the event that the EAA withdraws the conditional Charter of the Chapter, the Chapter agrees to cease using any reference whatsoever to itself as a Charter Chapter of the EAA.

## Appendix I. Summary of Changes

Orig.	5/5/1981:	Bylaws adopted by The Blue Ridge Chapter of the EAA
Rev.1	2/19/1986:	Bylaws amended
Rev.2	1/17/1990:	Bylaws amended
Rev.3	8/15/2006:	Bylaws amended
Rev.4	2/19/2013:	Major revision. Re-wrote bylaws following "EAA Chapter Bylaw Guidelines, 2002," modified to match current bylaws in operation.

Acknowledgement and Acceptance on behalf of:

**The Blue-Ridge Chapter of the Experimental Aircraft Association, Inc.**

Chapter President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chapter Vice President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chapter Secretary's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chapter Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

EAA Chapter Office (Oshkosh) Representative's Signature

\_\_\_\_\_ Date \_\_\_\_\_