

# *Experimental Aircraft Association, Heart of Ohio*

## *Chapter 402, Incorporated*

### *By-Laws*

**Article I.**      **Name:** The name of this chapter is "Heart of Ohio, EAA Chapter 402, Inc."

**Article II.**      **Location:** The office for the transaction of business for the chapter shall be located at 520 Heath Road, Heath, Ohio, 43056.

**Article III.**      **Purpose:** The purpose of this chapter is to:

1. Promote and encourage the sport and hobby of recreational aviation.
2. Cooperate with and assist governmental agencies in the development of programs relating to aviation activities.
3. Promote and encourage aviation safety in the design of, construction and operation of all aircraft.
4. Encourage and engage in research for the improvement and better understanding of aviation and the science of aeronautics.
5. Foster, promote and engage in aviation education.
6. Promote and encourage grass roots efforts relating to aviation research and development.

**Article IV.**      **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:

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 (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:** A Honorary/Complimentary Chapter Membership 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 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. 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, 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.

**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 Boards of Directors and Chapter Officers for review. Upon conclusion of a review, the Chapter Board of Directors and Chapter Officers 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. Any Chapter Member who fails to remit their Chapter Membership dues prior to March 31st or fails to maintain their Membership in the EAA shall be considered removed from Chapter membership.
3. **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 effective date, the date 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 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 eligible Chapter Members in attendance. Dues and assessments shall be paid to the Chapter Treasurer, or any other person the treasurer may designate. Dues are to be paid annually and are payable upon joining and every January 1<sup>st</sup> of each year thereafter. First-year dues may be pro-rated to 1/2 if joining after June 30<sup>th</sup>. 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 event of expulsion or resignation. Honorary/Complimentary Chapter Members and Special Members shall not be required to pay any dues or assessments. Life Chapter Members, while not required to pay dues, may be required to pay assessments.

**Article VI Meeting of Members:**

1. All meetings of the Chapter Members shall be held at a place to be determined by the President.
2. Notice of any Regular Chapter 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 email.
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 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, or by special letter.
5. A quorum is required for any Chapter Membership Meeting; a quorum shall consist of at least one fourth (1/4) of the Chapter Members in person or by proxy but not less than 10 Chapter Members.
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 the presiding officer.
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, and 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 Experimental Aircraft Association, Incorporated. In this case a majority of not less than sixty-seven (67%) of the members eligible to vote and present, or represented by proxy, is necessary for the adoption of such resolution.

**Article VII Chapter Officers:**

1. The Chapter Officers shall be Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer, or a combination of Chapter Secretary and Chapter Treasurer,
2. Members must be 18 years of age or older to serve as an officer.
3. The Chapter Officers shall be elected at the regularly scheduled November Chapter Membership meeting.
4. Installation of Chapter Officers shall be at the December Chapter Membership Meeting following their election, the term of office being one year, January 1st through December 31st of the year following the election.
5. The Chapter Treasurer may be bonded in an amount to be determined by the Chapter Officers. The premium to bond the 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: 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 Board of Directors. 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.
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 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 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), 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 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. Class I Director: Class I Directors shall be the Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer.
  - b. Class II Director: Class II Directors shall be three (3) to (9) additional members elected to the position of Class II Director.
  - c. The term of office for the Chapter Board of Directors shall be one (1) 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 a 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 forty-eight (48) hours prior to the time of the meeting. If all of the Members of the Chapter Board of Directors are present at a meeting, any business of the organization may be transacted without previous notice of the meeting.
7. 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.
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 Officer Vacancies**

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 terms, 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 July.
2. The appointments to the Nominating Committee shall be announced to the Chapter Members at the regular meeting in July, 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 the next Chapter Newsletter.
3. Beginning in July, the Nominating Committee shall canvas the current Chapter Officers and 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 canvas the Chapter Members of all committees and groups to seek those who are 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 to run 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 deemed appropriate by the Nominating Committee, and published in the Chapter Newsletter.
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 use.
7. All newly elected Chapter Officers and Chapter Board of Directors must be announced at the December Chapter Membership Meeting; terms of office shall run one year, beginning January 1st.

## **Article XII**

### **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 Chapter Board of Directors, the incumbent and newly elected Chapter Officers and Chapter Board of Directors shall organize and hold a transition meeting wherein all Chapter records and information will be passed on to the newly elected Chapter Officers and Chapter Board of Directors.
2. During the transition meeting, the newly elected Chapter Officers and the Chapter Board of Directors 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 and Chapter Board of Directors 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 and 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.
5. 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 has been arranged the appropriate programs of the Experimental Aircraft Association.

**Article XIII (Reserved)**

**Article XIV (Reserved)**

**Article XV Chapter Nominating Committee**

The Chapter Nominating Committee, which is appointed by the Chapter President, shall consist of 3 to 5 Chapter Members. The purpose of the Chapter Nomination Committee is to conduct the annual process of recruiting nominees for the various elected positions within the chapter and report these nominations to the Membership of the Chapter.

**Article XVI Chapter Membership Committee**

The Chapter Membership Committee, which is appointed by the Chapter Board of Directors, shall consist of 4 or 5 Chapter Members. The purpose of this Committee should be to keep accurate records on the current membership of the chapter through a detailed Chapter Membership Roster. The Chapter Membership Committee shall also look for ways to retain existing EAA and Chapter Members. Further the Chapter membership Committee shall look for opportunities to recruit new EAA and Chapter Members, including keeping an ample quantity of EAA and Chapter Membership Application Forms and any other materials that will assist in the retention and recruitment of EAA and Chapter Members.

**Article XVII 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 XVIII (Reserved)**

**Article XIX 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 a not less than sixty-seven percent (67%) majority vote of the Chapter Members eligible to vote and present at such meeting in person or by proxy.

**Article XX Dissolution**

The Chapter may be dissolved by a sixty-seven percent (67%) 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. (EAA and other EAA Chapters are non-profit organizations.)

**Article XXI 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 condition 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.

**Appendix**

Definitions

- 1) Quorum - the number of members of a group or organization required to be present to transact business legally.
- 2) Resolution - a main motion, always in writing and beginning with the words "Be it Resolved."
- 3) Motion - a proposal to be debated or voted on, as in a meeting or a deliberative assembly.
- 4) Assessment - monies required of each member for special purchase such as clubhouse utilities or maintenance.

Acknowledgement and Acceptance on behalf of:

**Heart of Ohio, EAA Chapter 402**

Chapter President's Signature Robert S. Boyd Date 3-22-2013

Chapter Vice President's Signature Richard L. Briley Date 3-22-2013

Chapter Secretary's Signature Henry T. McFadden Date 3-20-2013

Chapter Treasurer's Signature James A. Arnold Date 3-22-2013

EAA Chapter Office (Oskosh) Representative's Signature \_\_\_\_\_ Date 4/1/13

TREVOR JANEZ - M612 CHARTER