

**BYLAWS OF
NASAIRS FLYING CLUB**

herein denoted the "Club"

Revision October 23, 2010

ARTICLE I - MEMBERSHIP

Section 1. A person may become a member of the Club upon recommendation of two members in good standing, by election by three-fourths of the active members, by agreeing to be bound by the regulations of the Club, and by payment of the initial assessment.

Section 2. Classes of membership shall be Active, Spouse, Provisional, Resigned, Suspended, and Inactive.

A. An active member is a member according to Section 1 who is not under suspension, in an inactive status, or resigned. He shall have all privileges, responsibilities, and benefits of the Club. The number of active members shall be limited based on the available equipment and the average time the equipment is in use so as to allow reasonable use by each active member without undue restrictions (normally 10 persons per airplane).

B. A spouse member is the spouse of an active member. Initial assessment, dues (both of which may vary from those of an active member), and maximum number of spouse memberships shall be established by the Club. A spouse member may not vote or hold office, or use Club aircraft except when receiving instruction from a Club-approved instructor.

C. A provisional member is one who has been accepted for this class of membership and paid fees appropriate thereto. Provisional membership shall be of limited duration as determined by the club. Provisional members may not vote or hold office. They may use club aircraft only while receiving instruction from a club-approved instructor. No solo flights are permitted.

D. A resigned member is one whose resignation has been submitted in accordance with Section 4. A resigned member has no privileges or voting rights.

E. An inactive member is one who has been granted such status by the Club based upon that member's written request explaining his inability to use Club equipment due to circumstances beyond his reasonable control. All privileges accorded any other member shall be extended to an inactive member

except those of voting, holding office, and use of any Club equipment.

F. A suspended member is one who has been temporarily denied the privileges of membership by action of the Club. Dues and assessments of this member shall continue. A period of suspension shall be limited to thirty days at the end of which time the member shall automatically become active again unless suspended for a further period of thirty days or less by specific action of the Club.

Section 3. Applications for membership shall be accepted by the secretary. A fee, in an amount determined by the Club, shall accompany each application. This fee shall be returned only if the applicant is rejected by the Club. Former members applying to rejoin the Club are exempt from payment of this fee. Upon approval of the application by the membership the secretary shall put the applicant's name on the waiting list. New members must be accepted to fill vacancies from this list, in order of the date of application.

Section 4. Resignations shall be in writing and shall be addressed to the secretary. Within ten days after receipt of a resignation, the treasurer shall present a bill to the resigned member for all monies due the Club.

Section 5. A member may be expelled by a vote of three-fourths of the active members by secret ballot. Suspension shall take place immediately upon such action and final expulsion at a date set by the Club, but in no event before all money due the Club has been collected.

Section 6. Only the Club may sell a resigned, expelled, or otherwise relinquished membership. Such memberships shall be sold as expeditiously as possible to a person on the waiting list. No new memberships may be created until all relinquished memberships have been sold.

ARTICLE II - OFFICERS AND BOARD OF GOVERNORS

Section 1. The officers of the Club shall be President, Vice President-Chief Pilot, Secretary, Treasurer, and Maintenance Officer. The Vice President-Chief Pilot must hold at least a Private Pilot certificate. (4/06)

Section 2. Officers shall be elected at the annual meeting by a majority vote of those active members voting. Candidates shall be nominated by a nominating committee the month preceding the election; nominations may also be made from the floor at the annual meeting. The officers elected shall take office on March 1 following the annual meeting for a term of one year, or until their successors are elected. (4/06)

Section 3. The officers shall constitute a Board of Governors, hereinafter referred to as the "Board," with full authority to act between meetings of the Club in all matters except as provided otherwise by regulations of the Club.

Section 4. In the event of a vacancy on the Board, the remaining members of the Board shall elect a replacement.

ARTICLE III - DUTIES OF OFFICERS

Section 1. Duties of the President.

A. Act as chief executive of the Club and preside at all meetings of the Club and of the Board.

B. Execute, with the secretary, in the name of the Club, all certificates of membership, contracts, and instruments other than checks, following approval by the Club.

C. Insure the compliance with appropriate directives in all areas of Club operations and have the authority to suspend a member's flight privileges 24 hours for violation of flight safety rules.

D. Upon leaving office at the end of the term, and still an active member of the Club, remain a member of the Board for a period of one year, with a right to vote. (4/06)

Section 2. Duties of the Vice President-Chief Pilot.

A. Act as President in the absence of that official, and succeed to the office of President in the case of the death, resignation, or removal of the President.

B. Have charge of all elections except for the replacing of the Vice President-Chief Pilot, in which case an officer chosen by the Club shall preside.

C. Maintain a record of the dates of members' medical certificates, biennial flight reviews, and satisfaction of currency requirements. Provide the airplane scheduler with the names of those pilots meeting FAA and Club requirements in each type of Club aircraft.

D. Develop a program to assist members in maintaining or improving their proficiency.

E. Maintain a file of Club-approved instructors and their qualifications.

F. Ensure that aircraft are released only to pilots meeting FAA and Club requirements

G. Perform other duties as prescribed by the Club. (4/06)

Section 3. Duties of the Secretary.

A. Keep the minutes of the general membership and Board meetings; serve notice of all meetings; handle Club correspondence; and disseminate pertinent information to Club members.

B. Execute, with the President, in the name of the Club, all certificates of membership, contracts, and instruments following their approval by the Club. In the absence or disability of the Treasurer, prepare checks for expenditures authorized by the Club.

C. Maintain a reference file of applicable regulations and directives for the Board and other members of the Club.

D. Maintain a schedule for each Club aircraft

E. Perform other duties as usually pertain to the office and as prescribed by the Club. (4/06)

Section 4. Duties of the Treasurer.

A. Receive and disburse all Club monies and maintain proper accounting of Club finances.

B. Furnish monthly and annual financial reports of all official transactions.

C. Perform other duties as usually pertain to the office and as prescribed by the Club.

Section 5. Duties of the Maintenance Officer.

A. Be responsible for all maintenance performed on Club aircraft and related equipment. Authorize and supervise all tests, inspections, and overhauls of Club aircraft, and insure compliance with applicable Federal Aviation Regulations.

B. Be responsible for maintaining the aircraft log books. Be responsible for all papers required to be carried in the aircraft, and for the execution of all required paperwork upon the completion of inspections and major repairs.

C. Seek guidance from the Federal Aviation Administration on methods for conducting a proper maintenance program.

D. Perform other duties as prescribed by the Club.

ARTICLE IV - MEETINGS

Section 1. The annual meeting of the Club, for the purpose of electing officers and transacting business, shall be held in February. (4/06)

Section 2. Special meetings may be called by the President, and shall be called by him upon written request of one-third of the active members.

Section 3. The quorum for general membership meetings shall be a majority of the active membership.

Section 4. All members shall be notified, if possible, of the time and place of membership meetings at least ten days in advance thereof.

Section 5. Board meetings shall be held at the discretion of the Board or may be called by the President. The quorum for Board meetings shall be a majority of the Board, not counting the Past President. Written minutes of Board meetings shall be forwarded for review by the Club members by the next general membership meeting.

ARTICLE V - VOTING

Section 1. Only active members may vote on any matter requiring a vote. Each member shall be entitled to one vote, which may be cast in person, by phone or submitted by mail. Mail ballots must be received by the Secretary prior to the vote on the matter. (8/06)

ARTICLE VI - FINANCE

Section 1. Financial stability on a self-supporting basis shall be a prime responsibility of Club officials. Initiation fees, dues, rental fees, and other financial assessments shall be determined by the Club.

Section 2. The Treasurer may obligate or expend funds for normal operating costs of the Club and for one-time obligations and expenditures up to \$500. The Board must approve all obligations and expenditures over \$500. In addition, the membership must also approve any obligation or expenditure over \$2000.

Section 3. Initial assessment of members shall be payable upon Club approval of a written application. Members shall share monthly fixed costs, in an amount determined by the Club, sufficient to cover insurance and other fixed expenses. The Club shall set rates to be charged for flying time sufficient to cover cost of operation plus a sum to be set aside for repairs and replacement. All members (except spouse members and provisional members) shall share equally any other expenses.

Section 4. The Treasurer shall make the financial and other pertinent records of the Club available for audit and inspection by the members annually as soon after the close of the fiscal year as practicable, but not later than 1 March. A complete written report of each such inspection shall be forwarded to the President. The President or Club may also, at any time, require such inspections and reports concerning the operation of the Club.

Section 5. The fiscal year shall extend from 1 January to 31 December.

Section 6. When a resigned membership is sold by the Club to a new member, the amount of money refunded to the resigned member shall equal the current value of a capital share, less any unpaid bills due the Club, less dues from the date of resignation through the following January 31 for any resignation submitted between 1 August and 31 January if the member has been an active member for less than two consecutive years. Refunds of capital share to resigned members shall normally be made in the order of the dates the members' resignations are received by the club. If, however, a resigned member refers a person to the club, and that person is approved by the club and becomes an active member, the resigned member may then receive an immediate refund of his capital share (less any monies due the club). (8/06)

Section 7. Initial assessment of a spouse member is not refundable. It may be applied toward the initial assessment of an active membership, should the spouse decide to upgrade to active member, provided the spouse membership has not lapsed by nonpayment of dues.

Section 8. Initial assessment of a provisional member, less a non-refundable portion as determined by the club, and less any monies due the club, shall be refundable upon resignation or expiration of the provisional membership period. The entire amount of the provisional member's initial assessment may be

applied toward the initial assessment of an active membership, provided the provisional member applies for such status before the end of the provisional membership period.

**ARTICLE VII -
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Club may adopt.

ARTICLE VIII - DISSOLUTION

Upon dissolution of the Club, three members shall be designated by the Club as trustees. These trustees shall liquidate the Club assets as soon as practicable, and pay all existing debts in proportion to the final available capital, including any money rightfully due to members as refunds in accordance with the regulations of the Club. Residual assets shall be disbursed equally to all Club members.

ARTICLE IX - AMENDMENT OF BYLAWS

These bylaws may be amended by a two-thirds vote of those members voting by mail, electronic mail, telephone or in person at a regular or special meeting, provided all active members have been informed of the proposed amendment(s) and have had the opportunity to comment prior to the vote.