

Decatur Aero Club, Inc.

By-Laws

September 2015

Article I

Purpose

1. The purpose of this organization is to provide the members with aircraft for education in the field of aerodynamics and improve their skills as private pilots at economical rates.

Article II

Meetings

1. The annual meeting of this organization shall be held during the month of July.
2. Written notice of the annual meeting shall be mailed to each member at their last known address at least five (5) days before the meeting date.
3. Special meetings may be called by the President, a majority of the Directors or a petition signed by at least three (3) members, who shall notify the Secretary of the time, place and purpose of such meeting ten (10) days prior to such special meeting.
4. The Secretary shall notify the members of the date, time, place and purpose of such special meeting within five (5) days after being notified of the calling of a special meeting.
5. A quorum shall be thirty percent (30%) of the active membership, including one officer, or other designee to insure that the minutes of the meeting are properly recorded and filed with the Secretary.
6. The President, or in his absence, the Operations Officer, or in the absence of both, an acting chairman elected by the members present, shall call the meeting to order and act as the presiding officer.
7. At the annual meeting, the members shall elect by ballot the officers as constituted by these By-Laws, select the time, dates and places for the monthly meetings and receive a report from the Committees appointed by the President in June of each year, for such annual meeting.

8. At any meeting, each member shall have (only) one vote -- on each and every matter to be voted upon. Absentee balloting is permitted; however, proxy voting is not permitted. The Secretary shall send written ballots for the election of officers to each member who may return a ballot to the Secretary in a sealed envelope marked ballot, in person or by mail. In addition, the Secretary may be directed by a majority of members present at any meeting where a quorum is present, to send written ballots to the members on any matter to be considered at the next meeting of the members, which may be returned to the Secretary in person or by mail. Written ballots will be counted in the same manner as if the absentee balloting members were present.
9. A majority of the members present is necessary for the passage of any motion or for the election of an officer.

Article III

Directors

1. The business of the organization shall be transacted by the Board of Directors.
2. The Board of Directors shall consist of the Executive Officers elected by the membership.
3. If a vacancy occurs on the Board, the remaining Directors shall fill the vacancy by appointment from the Club membership. If two or more vacancies occur at any one time, they shall be filled by a vote of the members at the next meeting.
4. Meetings of the Board of Directors may be called at any time by order of the President or by any two (2) Directors.
5. Notice of meetings of the Board of Directors, stating the time and purpose of the meeting, shall be mailed or personally delivered to each Director not later than the day before the meeting date. If all Directors are present together at any time, a meeting may be held without previous notice.
6. A majority of the Directors shall constitute a quorum of the Board at all meetings and the affirmation of at least a majority of all Directors shall be necessary to make recommendations to the members to enforce any rule of the organization.
7. Members of the Board of Directors shall serve without compensation or reward.
8. The Board of Directors may seek and pay for professional services for the Club (including but not limited to accountants, data processing analysts, engineers, lawyers, etc.) without prior approval of the members. Club Members may be retained for such services.

9. There shall be an annual audit of Club Financial Records by an appointed audit committee of club members. An independent auditor may be hired for this review if desired by the Board of Directors.
10. The Board of Directors shall keep a complete record of all its acts and proceedings of its meetings and present a full statement at the regular meetings of the members.
11. The Board of Directors shall promulgate Standard Operating Procedures (S.O.P.s).

Article IV

Officers

1. The executive officers of the organization shall be as follows: President, Operations Officer, Secretary, Treasurer and an Aircraft Maintenance Officer for each club airplane.
2. The officers shall be elected annually at the annual meeting of the membership of the Club. The officers shall hold office for one year or until their successors are elected.
3. The officers shall serve without compensation or reward.
4. The Treasurer shall be bonded, the premium to be paid by the Club.

Article V

President

1. The President shall be the Chief Executive Officer of the Club. He shall preside at all meetings of the Club. He may call special meetings of the membership, of the Board of Directors and subject to the advice and control of the Directors, shall have general charge of the business of the Club; he shall execute with the Secretary, in the name of the Club, all certificates of membership, contracts and other instruments. He shall countersign all checks for payment of Club funds, issued by the Treasurer.
2. The President shall be responsible to the Board of Directors for the operations of the Club. He shall enforce decisions regarding the suitability of equipment and qualifications of all members for every type of flight operation.

Article VI

Operations Officer

1. The Operations Officer shall have the power of, and shall perform the duties of, the President in case of absence or disability of the President.
2. The Operations Officer shall preside at all meetings of the Board of Directors and shall perform such other duties connected with the operation of the Club as assigned by the President or Board of Directors.
3. The Operations Officer shall ascertain compliance of the members with FAA and state regulations, Decatur Park District Ordinance No 83-13, these By-Laws and Club S.O.P.s. Each member is responsible for entering biennial date and medical date into clubs computerized scheduling system.
4. The Operations Officer shall perform the duties of the Treasurer in the absence or disability of the Treasurer.
5. The Operations Officer may designate a member as Club Historian, who shall maintain a depository of the club records.

Article VII

Secretary

1. The Secretary shall keep minutes of all meetings of the Board of Directors and of the members. He shall serve notice of all meetings to the members. He shall keep a current membership list showing the names of each member, the book of By-Laws, and other books and papers as directed by the Board of Directors. He shall certify with the President, in the name of the Club, all membership lists.
2. The Secretary shall provide a copy of the Current Club insurance policy at the Club office for review of the membership.

Article VIII

Treasurer

1. The Treasurer shall execute, in the name of the Club, all checks for expenditures authorized by the Boards of Directors. He shall receive and deposit all funds of the Club in the bank selected by the Board of Directors, which funds shall be paid out only by check, cosigned-signed by the President, or in his absence, the Operations Officer. The Treasurer shall also account for all receipts, disbursements and balances on hand. He shall be in charge of data processing services.

Article IX

Aircraft Maintenance Officers

1. The Aircraft Maintenance Officers shall be responsible for maintaining current information in the log books of the Club aircraft.
2. The Aircraft Maintenance Officers shall be responsible for maintaining the aircraft in proper condition, by or under the supervision of a properly certificated Aircraft or Powerplant Mechanic; and, for obtaining periodic inspections, major and minor repairs and compliance with all service bulletins for the aircraft.
3. The Aircraft Maintenance Officers shall have all mechanical work reviewed, even when not required by Federal Air Regulations, by another Maintenance Officer or a properly certificated Aircraft or Powerplant Mechanic.
4. The Aircraft Maintenance Officers shall be responsible for all papers to be carried in the aircraft and for the execution of all papers required upon completion of inspections and major repairs.
5. The Aircraft Maintenance Officers shall comply with FAA requirements and Airworthiness Directives as to parts replacement and servicing intervals (i.e., tire tread depth, filter replacement, etc.)

Article X

Safety Board

1. A Safety Board shall be designated by the Board of Directors for each aircraft accident or incident involving a member of the Club or any equipment of the Club, whether or not such accident or incident requires reports to the Federal Aviation Agency, or the State of Illinois Aviation Department.
2. The Safety Board shall consist of three (3) members of the Club who were not involved in the accident or incident.
3. The Safety Board shall take all steps necessary to ascertain the facts, conditions and circumstances of the accident or incident; shall arrive at conclusions regarding the probable cause and responsibility for said accident or incident; and shall make known to the Board of Directors, and to all parties involved in the accident or incident, its findings in the form of a written report.
4. The member(s) involved in the accident or incident shall submit a written statement to the President, or other Club officer within twenty-four (24) hours after the accident or incident, regarding all relevant events before, during and after the accident or incident.

5. The Board of Directors, upon receipt of the findings of the Safety Board, shall offer to all parties involved in the accident or incident the opportunity for a hearing. After the hearing, or if such hearing is waived by all parties involved in the accident or incident, the Board of Directors shall decide who shall bear the financial responsibility for the damages and/or injuries, and the decision of the Board of Directors is final.
6. The Board of Directors shall not impose financial responsibility for any accident or incident in excess of the deductible portion of insurance unless the damage is not covered by insurance, in which event the party held responsible shall be liable for the full amount of the damages.
7. All financial obligations imposed on any member as a result of the decision of the Board of Directors shall be satisfied within thirty (30) days of mailing of a written notice to the member's last known address -- which notice shall be mailed by the Treasurer.

Article XI

Memberships

1. The membership shall consist of Certificated Pilots and Student Pilots, all of whom shall be considered part owners of the assets of the club; and no person other than the respective members, may fly a club aircraft.
2. Members may be admitted to the Club only after being approved by any three members of the Board of Directors and payment in full of an initiation fee in the amount of three hundred dollars (\$300.00), which initiation fee is not returnable or transferable, plus an additional payment of three hundred dollars (\$300.00) or such other or different amount as determined by the Board of Directors. Sale of a membership must comply with the provisions of paragraph 8 of this Article XI.
3. Membership in the Club includes members of the immediate family of a member. The "immediate family" is the husband, wife and unemancipated children up to the age of twenty-one (21), living together with the member in one household.
4. All new members, regardless of pilot rating held shall be certified current in each club airplane(s) of his/her choice by a current Certified Flight Instructor who has been approved by the Board of Directors. The certification shall be entered on that club aircraft "tach Sheet"
5. Each member shall receive and sign a receipt for a copy of the By-Laws, Standard Operating Procedures (S.O.P.s), and a membership list.

6. Each member must keep his certification current by meeting all minimum Federal Aviation Regulations on currency. Failure to meet these requirements results in being grounded until a reexamination and recertification.
7. Each member shall comply with the current Standard Operating Procedures (S.O.P.s), established by the Board of Directors.
8. A member may sell his membership in the Club upon notification to the Secretary in writing of his intention. The Club shall have the first option to purchase the share of a member wishing to sell his membership for an amount equal to the smaller of THREE HUNDRED (\$300.00) Dollars or the most recently determined per share value. The Club shall have fifteen (15) days from the notification date to exercise any of these options. Further subject to the provisions of paragraph 2 of this Article XI above, a member may sell his share of ownership to a purchaser of his choice for cash, which cash payment, as well as purchaser's initiation fee, must be paid to the Club Treasurer.
9. A majority of the Board of Directors may ground any club member at any meeting of the Board without prior notice to the member.
10. If a member's monthly account balance exceeds THREE HUNDRED (\$300.00) DOLLARS and remains unpaid for thirty (30) days, that member is suspended and terminated until (s)he pays in full. Treasurer will report delinquent accounts to the Board of Directors for review.
11. The membership of any member in the Club may be terminated by a vote of a 2/3 majority of the members voting at any meeting of the members. Ten (10) days' notice shall be given to such member, who shall have the right to be heard either in person or by counsel at a meeting of the Club called for this purpose. A Full Member whose membership is terminated, may receive a sum equal to the smaller of THREE HUNDRED (\$300.00) DOLLARS or the most recently determined per share value, less any amount owing to the Club.
12. All Aero Club members who fly more than five (5) hours annually, are expected to provide one (1) hour of service to the club each month. Members who fail to fulfill their service requirement will be annually charged ten dollars (\$10.00) per hour of service not fulfilled, not to exceed a total of one hundred twenty dollars (\$120.00) per year. The services performed by the officers of the Club and maintenance officers shall be deemed to have fulfilled their services hours' requirement.

Article XII

Surplus

1. Any surplus funds remaining after all operating costs and other expenses are paid shall remain in the Club treasury for the purpose of purchasing additional or replacement equipment, for contingencies, or for the purpose of reducing the hourly flying rates as shall be recommended by the Board of Directors. This surplus, in any event, shall not be distributed to the members for their individual use.

Article XIII

Flying Rates

1. The hourly flying rates shall be determined by the Board of Directors.

Article XIV

Amendments

1. The affirmative vote of a majority of the membership is required to modify these By-Laws or to adopt new By-Laws.