

CHAPTER BY-LAWS

ARTICLE I - Name:

The name of this Chapter of the Popular Rotorcraft Association will be:

ARTICLE II - Location of Office:

The office of the Chapter for the transaction of business will be located at

ARTICLE III – Purpose:

The principal purpose of the Chapter is to serve as an instrument of unification of people with the common interest of advancing the progress of rotorcraft for personal flying. It will be a voluntary, nonprofit, nonpartisan organization whose members are dedicated to the advancement of knowledge, public education, and safety of privately owned noncommercial rotorcraft.

The Chapter is not formed for pecuniary profit or financial gain, and no part of the assets, income or profit shall be distributed to or inure to the benefit of the directors or other officers thereof or to any private individual.

ARTICLE IV – Membership:

- 4.1 Qualifications. Membership is open to any person of good moral character. No person will be refused membership solely because of nationality, race, color, sex, or religious belief. Membership is a privilege, not a right.
- 4.2 Voting. Only those members who have paid, and are current on their dues, are allowed to vote in elections, to vote on matters submitted to the membership on issues raised before membership meetings, or qualify for any other rights of membership.
- 4.3 Dues. Membership dues are set by the Board and ratified by the membership of the Chapter and are due on an annual basis based on the members joining month.
- 4.4 Termination of Membership. Any member deemed undesirable by acts or deeds that tend to jeopardize the Chapter can be expelled from membership at a legal meeting by a minimum of a two-thirds vote of the members present. A legal meeting is one that meets Article X quorum requirements.

The Board of Directors shall have the authority to terminate any chapter member whenever, in their judgment, the best interests of the Chapter will be served thereby. The issue will be decided by a 75% majority vote of the Chapter membership. Membership dues will be refunded on a pro rata basis.

CHAPTER BY-LAWS

4.5 Chapter Membership Classifications:

- (a) Member, voting rights – pays dues.

Minimum eighteen years of age.

- (b) Associate Member, no voting rights – no dues.

Immediate family members

- (c) Honorary Member, non-voting rights – no dues.

A person who's unique abilities or knowledge would be of benefit to the chapter.

ARTICLE V - Officers:

5.1 ELECTION: The Officers shall be chosen by a majority of the Chapter membership and as a minimum shall consist of a President, Vice-President, Secretary, and Treasurer. The position of Secretary and Treasurer may be the same person. These members collectively shall be known as the board.

5.2 TERM: Officers shall serve a term of one year or until their successors are chosen. No person shall serve more than four consecutive terms in one office. The election for officers shall occur at the first meeting of each calendar year. These positions collectively will be the Board of Directors.

5.3 Duties of the Officers: Subject to the direction and control of the Chapter, the duties of the Officers are the following:

- a. The President will preside at regular and special meetings and will be responsible for all planned activities of the group. The President will plan and supervise, either personally or through delegation of authority, all activities necessary for the advancement and welfare of the Chapter and its members. He will represent the Chapter and coordinate matters with the P.R.A. Headquarters and other organizations.
- b. The Vice-President will assist the President in all ways possible. He will preside in the absence of the President and will keep himself informed on all matters and activities pertinent to the group's best interests. He will delegate authority as necessary to achieve orderly function of Chapter operations.
- c. The Secretary shall be responsible for issuing notices of meetings, keeping minutes of business meetings, the chapter newsletter, membership roster and filing annual reports to the P.R.A. chapter coordinator or P.R.A. Headquarters. The secretary will maintain liaison with the P.R.A. Headquarters.
- d. The Treasurer shall manage the financial affairs of the Chapter and will provide financial records at each meeting. The Treasurer shall be the chief financial and chief accounting officer of the Chapter. The Treasurer shall be

CHAPTER BY-LAWS

in charge of the administration of financial affairs, funds, valuable papers, and keeping accurate financial records for the Chapter.

- i The Board will approve all bank accounts and check writing controls and procedures of the Chapter. The Board will authorize Officers and other individuals to sign on checks at approved banking institutions. All checks will be signed by two members of the board.
- ii The Board will approve financial accounting and record keeping policies and procedures in accordance with generally accepted accounting procedure.
- iii The day-to-day bookkeeping, cash processing and paying of bills for the Chapter will be managed by the Chapter Treasurer. All money collected for purposes other than Chapter matters will pass through to the Chapter. The financial activities of the Chapter will be supervised by the Chapter Treasurer and conducted in accordance with approved budget and operating parameters established by the Board.
- iv The Treasurer shall in general perform all the duties incident to the office of the Treasurer, and such other duties as from time to time may be assigned to this officer by the President.

5.4 Resignations, Vacancies and Removals:

- a. Any Officer may resign at any time. Such resignation shall be presented to the President or any officer in writing and take effect on the date specified therein or if no date is specified, upon delivery to the Chapter.
- b. In case of resignation or vacancy, a majority of the remaining Officers may elect a successor to hold office until that vacancy can be duly filled at the annual election of the Chapter.
- c. The Chapter Board shall have the right to remove any Officer whenever in its judgment the best interests of the Chapter will be served thereby.

An Officer may be removed by a two-thirds vote of the Board or by the membership of the Chapter in a special election. Such special election shall be triggered by a written petition of ten (10) percent of the Chapter membership. A minimum of one-half of the Chapter membership must vote in such special election and two-thirds of those who vote must vote in favor of removing an Officer for that Officer to be removed.

ARTICLE VI: - COMMITTEES:

The Chapter may form an advisory committee of persons who agree with the purpose of the P.R.A. and the Chapter and are willing and able to give useful advice from time to time. Advisory committee members are not required to be voting members of the Chapter or to live within the geographic boundaries of the Chapter. All advisory

CHAPTER BY-LAWS

committee members must be approved by the Board and may be removed at any time by the Board.

The Chapter may form a Hanger Committee. The hanger committee shall consist of a least three members in good standing, elected by the membership. The duties of the hanger committee shall include; making hanger rules, presenting the rules for discussion and vote at the regular Chapter meeting, maintaining the Chapter's hanger in a clean and safe condition through enforcement of the hanger rules. Potential hanger enforcement actions will be presented at the regular chapter meeting and presented for a vote and possible action.

The Chapter will appoint a Safety Committee whose duties will be to assist new members in any way possible to assure a high level of safety in both the construction and flying of rotorcraft. This committee should consist of the three most experienced members. Collectively this committee shall have the final say on all safety matters at any outing or fly-in under Chapter jurisdiction.

ARTICLE VII: - AMENDMENTS:

These Bylaws may be amended by a vote of sixty (60) percent of the Chapter membership. To be presented to the Chapter membership as a ballot item, any amendment must be either:

- (1) Approved by a majority vote of the Board.
- (2) Approved by initiative of five (5) members of the Chapter or ten (10) percent of the Chapter membership (whichever is greater).

All proposed amendments to these Bylaws must be reviewed and approved by the P.R.A. Board. No amendment to these Bylaws shall be effective unless approved by the P.R.A. Board.

ARTICLE VIII: - MISCELLANEOUS CHAPTER POLICIES:

- 8.1 The Chapter shall be formed at the initiative of at least five (5) P.R.A. members.
- 8.2 The formal establishment of the Chapter shall be authorized by the P.R.A. Board when all conditions pertaining thereto have been presented to and approved by the P.R.A. Board.
- 8.3 The Chapter shall not have the authority to represent the P.R.A. officially or publish in the name of, or to incur expense in the name of the P.R.A. except as authorized, in writing, by the P.R.A. Board.
- 8.4 The Chapter must maintain at least five (5) P.R.A. members to remain a Chapter. Chapter membership may include persons who are not voting members of the P.R.A.. However, the officers of the Chapter must be voting members of the Chapter. In addition, only those Chapter members who are also P.R.A. members shall be entitled to the rights and privileges of P.R.A. membership.

CHAPTER BY-LAWS

- 8.5 The Chapter shall keep the P.R.A. Board informed concerning activities and progress in its area. Each chapter shall assist the P.R.A. in obtaining increased participation in P.R.A. activities and in increasing P.R.A. membership.
- 8.6 The P.R.A. shall endeavor to assist the Chapters when such assistance is requested.

ARTICLE IX – QUORUM:

A minimum of seventy-five percent of members in good standing shall constitute a quorum for the transaction of Chapter business at regular or special meetings.

ARTICLE X – Meetings:

This chapter will meet on the.

Conduct of meetings: This chapter will adhere to a customary agenda for the conduct of meetings.

1. Appropriate opening ceremony, if any, announcements.
2. Reading of minutes of previous meetings and their approval.
3. Financial Report.
4. Reports of individual members, progress reports.
5. Old business.
6. New business.
7. Plans for next meeting.
8. Adjournment.

Special Meetings: Special meetings may be called by the Chapter Board. The matter(s) to be voted upon shall be stated in the meeting notice, which shall be sent to members no later than thirty days prior to the meeting. Only such matter(s) as stated in meeting notice may be voted upon at such meetings.

The chapter may meet on alternate dates and places previously agreed to and announced to every member.

ARTICLE XI – Dissolution of Chapter

At the time of dissolution, active membership will determine the dispersal of any funds in the Chapter's possession. Failing such action, the funds will be donated to the P.R.A. if possible.

CHAPTER BY-LAWS

ARTICLE XII: ADOPTION

These Chapter By-Laws shall become effective upon ratification by the Board at a Board meeting and National Headquarters of the P.R.A.

Authorized for Volunteer State Rotorheads.

Authorized By The P.R.A. Board.
