



BYLAWS
SPIRIT OF ST. LOUIS CHAPTER #32
EXPERIMENTAL AIRCRAFT ASSOCIATION, INC.

Black Text – Original By-Laws

Bold Italics – Changes agreed by membership on November 23, 2003

I. Organization

- A. This organization shall be known as the Spirit of St. Louis Chapter 32 of the Experimental Aircraft Association, Incorporated. It is incorporated under the laws of the State of Missouri as a not for profit, non-stock, 501-C.3, corporation.
- B. Chapter meetings will normally be held on the fourth (4th) Sunday of each month. The Secretary will notify members of the exact time and place prior to the meeting.
- C. Organization and conduct of the meetings and business will be in accordance with EAA instructions to the Chapters.
 - 1. Items of business requiring a vote from the Chapter members will require a simple majority vote of a quorum of the Chapter members present. If a quorum is not present, two-thirds (2/3) of the members present shall govern.
 - 2. The quorum of this organization shall be an absolute of the voting membership, as determined on January 1 of the current year. Votes by proxy shall not be allowed.
 - 3. The President shall vote **ONLY** to break a tie.
- D. Any member may make recommendations to change or amend these bylaws. The bylaws may be amended, altered or replaced by a vote of two-thirds (2/3) of the members present at a properly called meeting, providing that any proposed change has been presented at the preceding meeting or in writing to the membership at least thirty (30) days in advance of the meeting.

II. Officers

- A. Officers shall be President, Vice-President, Secretary, and Treasurer.
- B. Election and Term of Office.
 - 1. The slate to be voted on will be determined and announced at the September meeting and the officers will be elected by written ballot during the October meeting.
 - 2. Officers will serve for two years commencing with the following January meeting.
 - 3. Officers may be elected to the same office for consecutive terms.
- C. Duties of the officers shall be approximately as prescribed in the EAA instructions to the Chapters.

1. The President.

- a. Shall preside at all meetings.
- b. Shall represent his chapter in all dealings with EAA headquarters and other organizations.
- c. Shall have the authority to appoint all necessary committees
- d. Shall have the authority to execute contracts and leases approved by the Executive Committee, or the Membership at large.

2. The Vice-President.

- a. Shall preside in the absence of the President.
- b. Shall assist the President in all dealings with the EAA headquarters and other organizations.
- c. Shall be parliamentarian and interpreter of the bylaws.
- d. Shall be chairman of the nominating committee.
- e. Shall be chairman of the new membership committee.
- f. Shall be in charge of program after the business meeting.

3. The Secretary.

- a. Shall keep minutes of all proceedings.
- b. Shall sign all checks for the Chapter only in case the Treasurer is not available.
- c. Shall keep a proper membership book showing the names of the members of the Chapter, bylaws, and such other books and papers as the President may direct.
- d. Shall be responsible for notifying each member by mail of all meetings (date, place, time, and program).
- e. Shall execute all correspondence for the Chapter.
- f. Shall keep National Headquarters informed of Chapter activities as outlined in the instructions to Chapters.

4. The Treasurer.

- a. He/She, or the Secretary, shall execute, in the name of the Chapter, all checks for expenditures by the Chapter.
- b. Shall receive and account for all funds of the Chapter.
- c. Shall collect all dues as voted on by the Chapter.
- d. Shall provide an accounting to be published in each issue of the Chapter newsletter.

5. The Board of Directors. (A minimum of four (4) is required for incorporation in the State of Missouri.)

- a. The Board of Directors shall consist of the current Chapter President, the immediate past President, The Chairman of the Executive Committee, and a voting Chapter member in good standing, elected at large by a simple majority.

III. Membership.

A. Voting Membership.

1. Voting Members of Chapter 32 must also be members or associate members in good standing with National EAA Headquarters. They shall supply the Treasurer with their National membership number.

B. Student Membership.

1. Any person between the ages of twelve (12) and twenty-one (21) who applies to the chapter is eligible for Student Membership.

C. Honorary Membership.

1. Any person nominated at a regular meeting by a voting member and affirmed by a majority vote of those present. All current honorary members shall be renominated and their membership reaffirmed by a simple majority vote at the first regular meeting of each calendar year.

IV. Finance.

A. Annual membership dues amount will be set by a vote of the membership.

B. Membership is by calendar year, commencing in January. Dues are normally payable by the March membership meeting. Dues are payable by January thirty first (31st) of the current year .

C. A person whose dues are delinquent for the preceding calendar year will forfeit his/her voting membership standing.

D. Dues for new members will be prorated on a monthly basis. Yearly rate of dues will be divided by twelve (12), and then multiplied by the number of months remaining in the calendar year to obtain dues amount for the balance of the year.

E. All expenditures shall be made pursuant to the annually adopted Financial Plan and Annual Budget.

V. Property.

A. Title to real and personal property shall be held in the name of the Chapter.

VI. Chapter Directory.

A. The Chapter directory shall be published at the discretion of the officers.

B. The directory shall contain the following sections.

1. Chapter Officers, and Committees, and Board of Directors.
2. Roster of membership, listing;
 - a. Aircraft under construction.
 - b. Aircraft completed by members.
3. Sources of aircraft building material.
4. Technical library publications available for loan to Chapter members.
5. List of all property, real, personal, and chattel, owned by Chapter 32.
6. Affiliation with other aviation related organizations.

VII. Committees.

A. The President shall, at the next meeting following his or her election, place in nomination the names of chairpersons for the Standing Committees. Chairpersons shall be elected by simple majority of those present. Upon election each chair person shall be responsible for securing committee membership sufficient to carry out the task of the committee as may be defined from time to time.

B. Standing Committees.

1. Executive Committee.

- a. Shall be responsible and accountable for promulgating a chapter financial plan, formulating an annual chapter operating budget, acquisition and disposition of chapter property, incurring debt, Authorizing the executing of leases and contracts, and authorizing expenditures pursuant to the Annual Budget.
- b. Shall prepare or update the Chapter Financial Plan and Annual Chapter Budget consistent with the Financial Plan. The Financial Plan and Annual Budget for the following year shall be submitted at the last regular meeting of each calendar year and adopted by two thirds (2/3) of those present.
- c. Shall have the authority to incur debt or spend monies pursuant to the specific terms of the current Financial Plan and Annual Budget without a further vote of the Chapter Membership. Any action that exceeds the terms of the current Financial Plan and Annual Budget shall be submitted to the membership and adopted by a two-thirds (2/3) majority of those present.
- d. Shall have the authority to incur debt or spend monies, up to one thousand dollars (\$1,000.00), not included in the Financial Plan or Annual Budget, in any month, without prior approval of the Chapter Membership. The Chapter Membership shall be notified of such expenditures at the next Membership Meeting.
- e. Shall consist of the currently seated Officers, Standing Committee Chairpersons, *recent past President* and two members elected at large for a two year term.
- f. Shall be responsible for drafting criteria and guidelines for the care, maintenance, and use of Chapter

controlled facilities and assets.

2. ARC Building Committee:

A. The ARC Building Committee will be responsible for recruiting people and resources to accomplish the below tasks, subject to the Executive Committee's budget and budget policy. The ARC Building Committee will be a part of the Executive Committee.

B. Planning and construction of the ARC facility and leased site. Beyond the building and grounds, this shall extend to the acquisition or creation of new items such as equipment, fixtures, and storage. The committee shall accomplish it's duties by:

- Creating plans and specifications***
- Finding suitable sources for material and services***
- Purchasing material and services as appropriate for the project***
- Constructing the project, if appropriate.***

2. Maintenance - Responsible for maintenance of building (i.e. replace light bulbs, painting, fix mechanical and electrical equipment at the site in a timely manner.

3. ARC Operations Committee:

A. The ARC Operations Committee will be responsible for gathering crews to complete the tasks below. The ARC Operations Committee will be a part of the Executive Committee.

1. Scheduling - Maintain schedule of building usage including distribution of keys and making sure that building is open and locked for events.

- Setting up for meetings and event.***
- Posting building schedule at the ARC as well as on the chapter website and newsletter.***
- Handle the paperwork (contracts) for any projects that will be stored at the ARC.***

2. Appearance - Responsible for upkeep of the building including cleaning kitchen, bathrooms and hanger floor (sweeping, mopping, etc)

3. Equipment and Safety -

- Responsible for the upkeep, purchasing of new and approval of donated equipment.***
- Organization of the equipment on the floor of the ARC.***
- Trains and supervises the use of the equipment.***

4. Education Committee.

a. Shall be responsible for establishing and maintaining Chapter Educational activities.

5. Community Liaison Committee.

a. Shall be responsible for all forms of community outreach and promotion of Chapter programs and events.

6. Young Eagles Program Committee.

- a. Shall be responsible for all Young Eagles and other youth activities.

7. Projects Committee.

- a. Shall be responsible for acquisition and conduct of educational aircraft building and maintenance projects.

8. Safety Committee.

- a. Shall be responsible for establishment and enforcement of ground and flight safety rules during chapter sponsored activities.

9. Fundraising Committee.

- a. Shall be responsible for establishing and maintaining fundraising activities to secure funds for Chapter needs.

10. Scholarship Committee.

- a. Shall be responsible for establishing selection criteria for and administering approved Chapter scholarship programs.

11. Chapter Membership Committee (From the EAA Chapter By-Law Guidelines)

- a. The Chapter Membership Committee, which is appointed by the Chapter Board of Directors, shall consist of a few Chapter Members, probably about 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.**

Changes:
11/24/03