

Experimental Aircraft Association  
Chapter 393  
Concord, CA

**BYLAWS**

February 23, 2011

This document conforms to the 2002 guidelines published by the Experimental Aircraft Association, Inc. It is based on the Chapter 393 Bylaws dated August 22, 2001.

**Table of Contents**

<u>Article</u>	<u>Title</u>	<u>Page</u>
	<i>Table of Contents</i>	<i>i</i>
	<i>Record of Changes</i>	<i>ii</i>
I.	<a href="#">Name and Affiliation</a>	1
II.	<a href="#">Location</a>	1
III.	<a href="#">Purpose</a>	1
IV.	<a href="#">Membership</a>	2
V.	<a href="#">Dues, Assessments and Expenditures</a>	3
VI.	<a href="#">Membership Meetings</a>	4
VII.	<a href="#">Quorums and Voting Rules</a>	4
VIII.	<a href="#">Chapter Officers</a>	5
IX.	<a href="#">Duties of the Chapter Officers</a>	5
X.	<a href="#">Board of Directors</a>	6
XI.	<a href="#">Elections</a>	7
XII.	<a href="#">Transition of Leadership</a>	8
XIII.	<a href="#">Financial Reports</a>	8
XIV.	<a href="#">Facilities, Tools and Other Assets</a>	8
XV.	<a href="#">Dispute Resolution</a>	9
XVI.	<a href="#">Amendments</a>	9
XVII.	<a href="#">Dissolution</a>	9
XVIII.	<a href="#">Chapter Charter Authorization</a>	9
	<a href="#">Appendix</a>	10

Record of Changes

Date*	Description
2/23/2011	Major rewrite of August 22, 2001 bylaws to conform to EAA guidelines

\* Date signifies approval by two-thirds majority vote of the membership.

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### **Article I Name and Affiliation**

1. The name of this chapter is “Experimental Aircraft Association Chapter 393”.
2. This chapter is affiliated with the Experimental Aircraft Association, Inc. (EAA).

### **Article II Location**

1. EAA Chapter 393 is located at Buchanan Field in Concord, California.
2. The [mailing address](#) is recorded in the appendix to this document.

### **Article III Purpose**

1. Promote, encourage, and facilitate an atmosphere where all are welcome to exchange ideas and knowledge while participating in the sport and pastime of recreational aviation.
2. Facilitate educational activities related to recreational aviation, such as the study and investigation of the science of flight, meteorology, navigation, flight safety, aerodynamics, aircraft construction and related skills and sciences.
3. Promote, encourage, and facilitate an environment that fosters safety and high standards in the design, construction, restoration, and operation of all types of recreational aircraft.
4. Encourage and assist in the education of youth in aviation.
5. Promote a positive, productive, and cooperative relationship between the chapter and those governmental agencies and private enterprises that provide aviation services and facilities to the benefit of members of the chapter.
6. Support and promote the mission, vision, goals and objectives of the Experimental Aircraft Association through programs and services within the chapter.

## Article IV Membership

### 1. *Membership Eligibility*

Eligibility for membership in the chapter is open to any person who has an interest in recreational aviation, subject to the membership classifications as listed below.

### 2. *Membership Classifications*

- *Regular Membership:* A Regular Chapter Member shall be any person who pays chapter dues and is a member in good standing of EAA.
- *Family Membership:* A Family Membership shall be any family consisting of parents and children under 18 living with them, who pay the appropriate membership dues and are Family Members of EAA.
- *Honorary/Complimentary Membership:* An Honorary/Complimentary Chapter Member shall be any person to whom the chapter officers, Board of Directors, or membership wishes to extend an honorary membership. Honorary/Complimentary 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 (Experimental Aircraft Association Inc.), 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, Board of Directors or membership.
- *Special Membership:* A Special Chapter Member shall be any person, who for temporary or short-term economic reasons is unable to pay the appropriate membership dues and to whom the chapter officers, Board of Directors, or membership wishes to extend a 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, Board of Directors, or membership.
- *Life Membership:* A Life Membership may be bestowed on an individual chapter member at the discretion of the chapter officers, Board of Directors, or membership. All Life Chapter Members must be members in good standing of EAA (Experimental Aircraft Association, Incorporated). 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.

### 3. *Membership Duration*

- Regular and Family Membership: one (1) calendar year.
- Honorary/Complimentary or Special Memberships: one calendar year. They may be extended or continued beyond one (1) year at the discretion of the chapter officers, Board of Directors, or membership.
- Life Membership is continuous for the life of the chapter member. Life Membership is not transferable to another person.

### 4. *EAA Membership*

All chapter members with voting privileges in the chapter must maintain a current membership with the EAA (Experimental Aircraft Association Incorporated), except for the Honorary/Complimentary Chapter Members.

5. *Voting Privileges*

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
- Life Chapter Members

Honorary/Complimentary Chapter Members shall not have voting privileges within the chapter.

6. *Removal of Membership*

Membership is a privilege, which requires an appropriate commitment from each chapter member. Each chapter member shall accept the responsibilities of 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 membership in accordance with the following conditions:

- 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 Board of Directors and chapter officers for review. Upon conclusion of a review, the Board of Directors and chapter officers may upon finding reasonable cause, recommend to the membership those said members be removed from membership. Said member may then be removed, by a majority vote of eligible members at any regular or special membership meeting where a quorum exists.
- Any chapter member who fails to remit their membership dues or fails to maintain their membership in the EAA shall be removed from membership.

7. *Resignation of Membership*

Any chapter member may resign their membership at any time by delivering to any chapter officer a written notice of resignation. The resignation of 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.

8. *Guests and Visitors*

It is the policy of EAA and all EAA chapters to openly welcome guests and visitors to EAA chapter functions and activities. Guests and visitors do not enjoy the privileges of membership, nor do they pay any dues or assessments to the chapter, and they are not entitled to privileges of chapter or EAA membership until they become a regular member of both the chapter and EAA.

## **Article V Dues, Assessments and Expenditures**

1. The Board of Directors will propose annual dues and any special assessments. The proposed dues or assessment shall be approved by the membership at any regular or special membership meeting. The current amount for annual [dues](#) is recorded in the appendix to this document.
2. Dues and assessments shall be paid to the Treasurer, or any person the Treasurer may designate.

3. Dues for new members are to be paid upon joining. If someone joins after June 30, they will be given credit for the remainder of that year and all of the next year.
4. Dues for continuing members are due on January 1<sup>st</sup> of each year.
5. Dues and assessments shall be considered wholly earned and shall not be pro-rated in the event of expulsion or resignation.
6. 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.
7. The Board of Directors may approve any single expenditure less than or equal to \$250. The chapter membership must approve any single expenditure greater than \$250, and any series of identical or closely related expenditures whose aggregate value exceeds \$250 in a single calendar year. It is incumbent upon the President to define "closely related" and to defer any questionable case to approval by the general membership. Approval by the general membership of a project budget constitutes approval of all expenditures contained in the budget.
8. All checks drawn on the chapter bank account must be signed by the chapter Treasurer or the chapter President and one other chapter officer.

#### **Article VI Membership Meetings**

1. All meetings of the chapter members shall be held at a place to be determined by the Board of Directors. The current [meeting location](#) and [meeting dates and times](#) are recorded in the appendix to this document.
2. Special membership meetings may be called by the President or by a majority vote of the Board of Directors.
3. Notice of any regular or special chapter membership meeting shall be given before such meeting by notice published in a chapter publication, such as the chapter newsletter, or by phone, fax, or e-mail. Notice of any special membership meeting shall state the location, time, and purpose of the meeting.
4. In the absence of all of the chapter officers at a regular or special membership meeting, a temporary meeting chairman shall be appointed by the Board of Directors and shall act as the presiding officer.

#### **Article VII Quorums and Voting Rules**

1. A member must meet the following two conditions to be eligible to vote on any resolution or election:
  - Be a current member of the EAA.
  - Have paid the annual dues to the chapter by the end of February each year.
2. At every meeting of the chapter or Board of Directors, each member may have one vote on any resolution or election. If a chapter member is absent, that chapter member shall have the right to vote by proxy. The Board of Directors shall be responsible for the method by which any proxy votes are issued, accepted, or counted.
3. For the approval of any resolution by the membership, two conditions must be satisfied:
  - A quorum consisting of at least one third (1/3) of the total chapter membership must be in attendance or represented by proxy.

- A simple majority vote must be obtained, except in the following cases where a two-thirds majority vote is required:
    - a. Changes to the chapter bylaws
    - b. Dissolution of the chapter
    - c. Separation of the chapter from the Experimental Aircraft Association, Incorporated.
4. For the approval of any resolution by the Board of Directors, two conditions must be satisfied:
- A quorum consisting of at least six members of the Board of Directors must be in attendance or represented by proxy.
  - A simple majority vote must be obtained.

### **Article VIII Chapter Officers**

1. The chapter officers shall be:
  - President
  - Vice President
  - Secretary/Treasurer (or a Secretary and a Treasurer)
  - Newsletter Editor
2. The term of office for all chapter officers shall be two years.
3. Officers must be 18 years of age or older.
4. The chapter officers shall be elected at the regularly scheduled October membership meeting and shall take office at the beginning of the following calendar year.
5. If any officer position becomes vacant for any reason, the Board of Directors shall elect a successor who shall hold the office for the remainder of the normal term, or at the option of the Board of Directors, hold a special election to fill the vacancy.
6. Chapter coordinators are appointed by the Board of Directors to perform specific functions within the chapter. Their term of office shall be two years. The current chapter [coordinator positions](#) are listed in the appendix to this document.

### **Article IX Duties of the Chapter Officers**

1. The President shall be the Chief Executive Officer and chairperson of the Board of Directors. The President shall have, subject to the advice, direction, and control of the Board of Directors, general charge of the chapter business. The President shall jointly execute with the Secretary all contracts and instruments which have first been approved by the Board of Directors. The President may call any special meeting of the members of the Board of Directors and/or general membership. In case of the absence or disability of the Treasurer, the President may execute checks for authorized expenditures. In such circumstances, either the Vice President or Secretary shall be called upon to co-sign such checks.
2. The Vice President shall be vested with all the powers and authority of the President and shall perform the duties of the President in the case of the President's absence, disability, or inability, for any reason. The Vice President shall also perform duties connected with the operations of the chapter at the suggestion or direction of the President. The Vice President may annually recruit 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 Secretary shall have the responsibility to take and publish minutes of all meetings. The Secretary is responsible for publishing notice of all regularly scheduled membership and Board of Directors meetings. Additionally, the Secretary is also responsible for publishing notice of special membership meetings. The Secretary, with the assistance of the membership chairperson, shall keep a membership book, roster or record showing the name of each chapter member. The Secretary shall also be responsible for maintaining the currency and security of the original copies of the chapter bylaws, non-profit incorporation documents and any other documents, books, papers, and records as the chapter officers or Board of Directors direct. The Secretary shall make these records of the Chapter available for inspection by any member in good standing. The Secretary shall jointly execute, along with the President, all contracts and instruments that have been first approved by the Board of Directors. The Secretary shall perform all other duties incident to the office of Secretary, subject to the control of the President and the Board of Directors.
  4. The Treasurer shall execute all checks authorized by the Board of Directors. The Treasurer shall receive and deposit all funds in a financial institution recognized by the Federal Deposit Insurance Corporation (FDIC), and approved by the Board of Directors. The Treasurer shall also account for all receipts, disbursements, and the balance of funds on hand. The Treasurer shall perform all other duties subject to the control of the President and the Board of Directors. The Treasurer shall be responsible for obtaining and maintaining a current Federal Employer Identification Number (FEIN) for the chapter. The 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. The Treasurer shall complete and file any required local, state, or federal tax documents. The Treasurer shall make these records of the Chapter available for inspection by any member in good standing.
  5. The Newsletter Editor shall gather, edit and publish a monthly chapter newsletter. The newsletter shall at a minimum contain the following:
    - A schedule of future meetings and events
    - Details of the time and place of regular scheduled membership meetings
    - Notices of pending issues and elections to be approved by the membership
    - Minutes of the last Board of Directors meeting
    - Minutes of the last general membership meeting
    - A list of chapter officers and appointees with appropriate contact information

## **Article X Board of Directors**

1. The business and property of the chapter shall be conducted and controlled by the Board of Directors.
2. The Board of Directors shall consist of the following:
  - The chapter officers, and
  - Immediate past chapter officers, and
  - The chapter coordinators. The current [chapter coordinator positions](#) are listed in the appendix to this document.

3. The term of office for the Board of Directors shall be two years.
4. Members of the Board of Directors must be 18 years of age or older.
5. The President shall preside over the Board of Directors as its chairperson.
6. The President, or acting board chairman, can veto any business decision at his discretion if he feels the question before the board is of sufficient concern to be submitted for vote to the general membership.
7. In case of a vacancy on the Board of Directors, the President may appoint a replacement, subject to the approval of the Board of Directors.
8. The current Board of Directors [meeting location](#) and [meeting dates and times](#) are recorded in the appendix to this document. Special Board of Directors meetings may be called at any time by the President or by the Board of Directors.
9. The President shall provide an advance notice of all upcoming Board of Directors meetings, stating the location, time, and purpose at least 48 hours prior to the meeting. If all of the members of the Board of Directors are present at a meeting, any business of the organization may be transacted without previous notice of the meeting.
10. Each member of the Board of Directors shall serve as a Board member without compensation.
11. The 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 XI Elections**

1. The President may appoint a Nominating Committee made up of at least three chapter members. The appointment of the Nominating Committee shall take place no later than the June membership meeting.
2. The appointments to the Nominating Committee shall be announced to the chapter members at the membership meeting in June, 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 all of the other chapter members who may be interested and who are eligible to run for an elected position.
4. At the September membership meeting the Nominating Committee shall present to the membership the nominations they have obtained. In addition, open nominations will be accepted from the chapter members during the September membership meeting.
5. Once all nominations have been received, a slate of nominees will be published in the chapter newsletter.
6. Elections of chapter officers will take place at the October membership meeting. Three chapter members appointed by the Board of Directors shall conduct and monitor the election. Voting shall be accomplished by written ballot, except in cases where there is only one candidate for an office. All votes 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 Board of Directors shall be responsible for the

development and implementation of a process that will offer absent eligible voting members the opportunity to vote by proxy.

7. All newly elected chapter officers shall assume their responsibilities at the beginning of the New Year.

### **Article XII Transition of Leadership**

1. The membership recognizes the importance of a smooth transition of chapter leadership. Therefore, subsequent to the election of chapter officers the incumbent and newly elected chapter officers and 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 Board of Directors.
2. During the transition meeting, the newly elected chapter officers and the 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 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 Board of 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 Board of Directors shall review the insurance requirements specified by EAA and ensure that all proper insurance coverage has been arranged through the appropriate programs of the Experimental Aircraft Association.

### **Article XIII Financial Reports**

1. The Treasurer shall prepare a quarterly and an annual financial statement and present each report on the financial status to the membership. The form of the report, either written or oral, will be determined by the Board of Directors. The Board of Directors will also determine the method of the report, either by presentation at a membership meeting or by chapter newsletter.
2. The Vice President shall arrange annually to have the financial records and practices of the chapter verified. The Board of Directors shall make available a copy of the written report to the membership. The Board of Directors will review any recommendations for changes in book keeping procedures and shall take appropriate steps to implement any reasonable recommendations.

### **Article XIV Facilities, Tools, and Other Assets**

1. The chapter officers and the Board of Directors shall ensure all facilities, tools, and other assets of the chapter are properly insured or protected against loss.
2. The Board of Directors shall annually appoint a member to conduct an inventory of all facilities, tools and other assets and publish it to the membership.

### **Article XV Dispute Resolution**

In the event a dispute arises within the chapter, a written petition, endorsed by a quorum of chapter members, as defined in Article VII, may request intervention by the Chapter Office Staff of the Experimental Aircraft Association, concerning a dispute within the chapter. The membership will cooperate completely and fully with the Chapter Office Staff of the Experimental Aircraft Association, in the resolution process. In the event a dispute occurs within the chapter, and it cannot be resolved with the assistance of the Chapter Office Staff of the Experimental Aircraft Association, and it is determined by the Chapter Office Staff of the Experimental Aircraft Association, to be at an impasse, the chapter agrees and acknowledges the authority and responsibility of the Experimental Aircraft Association, to remove the chapter charter. If the chapter charter is removed, the chapter will have no further recognition or affiliation with the Experimental Aircraft Association.

### **Article XVI Amendments**

1. The bylaws of the chapter may be amended or new bylaws adopted at any regular chapter meeting called for that purpose. Amended or new bylaws must be passed as stipulated in Article VII.
2. Information contained in the appendix to this document is provided for convenient reference. A change to the information in the appendix which does not require any change to the rest of the document is not considered a change to the bylaws. The Board of Directors is responsible for keeping the information in the appendix up to date.

### **Article XVII Dissolution**

The chapter may be dissolved by a vote of the chapter members as stipulated in Article VII. If the chapter is dissolved, the 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 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 XVIII 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 conditional 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

### NOTE:

*This appendix contains information solely of an administrative nature which may change from time to time, such as addresses and dues amounts.*

1. Chapter mailing address:

EAA Chapter 393  
Post Office Box 6524  
Concord, CA  
94524-1524

2. Meeting location:

161 John Glenn Drive  
Concord, CA  
(Between Sterling Aviation and the Control Tower)

3. Meeting dates and times:

- Board of Directors: The first Tuesday of every month at 7:00 pm
- Membership: The fourth Wednesday of the month, except November on the third Wednesday. No meetings in July (Saturday picnic instead) or December (weekend Holiday Party instead). Supper is served at 6:30 pm. The business meeting starts at 7:30 pm.

4. Yearly dues amount:

- Regular membership: \$30.00
- Family membership: \$40.00

5. Chapter Coordinators:

- Young Eagles
- Membership
- Technical Counselor
- Webmaster
- Meals
- Fly-out
- Government Affairs
- Photographer??