

EXPERIMENTAL AIRCRAFT ASSOCIATION

CHAPTER 461

BY-LAWS

ARTICLE I. NAME:

1. The name of the organization shall be EAA Chapter 461.

ARTICLE II. PURPOSE:

1. The mission of EAA Chapter 461 is to promote general and recreational aviation, encourage and foster the advancement of experimental aviation, and engage the local and surrounding communities through educational activities and related outreach programs to promote aviation.
2. We aim to share our passion for aviation with pilots of all experience levels, aviation enthusiasts, aircraft builders and restorers, and the general public through social, educational, and technical opportunities established to promote the magic and freedom of flight.
3. Above all else, we are a community of like-minded individuals working together to pursue these goals, and we welcome all who would join us.

ARTICLE III. LOCATION:

1. EAA Chapter 461 shall be located at Bolingbrook's Clow International Airport, 118 S. Clow International Parkway, Bolingbrook, IL 60490.
2. EAA Chapter 461 leases a hangar from the village of Bolingbrook, IL. Hangar space, if available, may be sublet to chapter members for use in the construction, storage, or maintenance of aircraft.
3. Tenant leases shall include a provision to notify tenants they shall relocate their aircraft for Bolingbrook's annual Cavalcade of Planes event and other events as directed by the airport manager.

ARTICLE IV. FINANCE:

1. Dues will be determined by the EAA Chapter 461 Board of Directors and approved by a simple majority of the members present at a regular meeting of the members.
2. Dues shall be payable January 1 of each year for the period of January 1 through December 31.
3. Dues not paid by April 1 shall result in a suspension of the delinquent members voting rights until such time as the member's dues are paid.
4. The Treasurer shall dispense funds to cover EAA Chapter 461 operating expenses (hangar, utilities, etc.).
5. The Treasurer may dispense funds to reimburse approved EAA Chapter 461 member expenses.
6. An officer may spend up to \$100 per quarter in support of chapter activities without Board approval
7. Approval by a minimum of three Board of Directors members shall be required for:
  - a. Any single expenditure in excess of \$100
  - b. Cumulative quarterly expenditures in excess of \$300

ARTICLE V. MEETINGS:

1. Regular member meetings will be held at 7 pm on the first Thursday of each month unless the time and date is
  - a. rescheduled and communicated to the membership no fewer than 10 calendar days in advance, or
  - b. unsupportable due to extenuating circumstances (e.g. officer unavailability due to illness, incapacitation, etc.). In the event a regular meeting must be rescheduled due to extenuating circumstances, the regular meeting shall be rescheduled by the Board of Directors.
2. Special meetings may be called by the officers when deemed appropriate and necessary. Notice for special meetings shall be given no fewer than 24 hours in advance of the special meeting start time.

3. The Board of Directors shall meet at least quarterly, or as required, and may be held in a virtual environment as long as the quorum is met.
4. Special Board of Directors meetings may be called by the directors when deemed appropriate and necessary.

#### ARTICLE VI. QUORUM:

1. A quorum will consist of ten or more members present for a regular meeting.
2. A quorum will consist of five or more members present for a special meeting.
3. A quorum will consist of five or more directors present for a Board of Directors meeting.
4. A meeting of any type is only considered a meeting if a Chapter officer is present..

#### ARTICLE VII. VOTING:

1. Members must be no younger than age 18 at the time of a vote to be eligible to vote.
2. Members must be a paid member for a period of at least 30 calendar days to vote in an election.
3. Votes put before the membership shall be carried by a simple majority of those members present at the time of the vote.
4. Votes conducted by the Board of Directors shall be carried by a simple majority of at least five directors. In the event that only six directors are present, the most junior-ranked officer on the board shall abstain from voting to ensure a simple majority is possible.

#### ARTICLE VIII. OFFICERS:

1. Officers and board members shall be elected during an annual meeting to be held in November of each year.
2. Officers or board members may be nominated by members by a verbal or written nomination in the October membership meeting.
3. If an officer other than the president is unable to complete their term, the president shall appoint an individual to replace that officer. The appointed officer shall hold their position until the next regular officer election.
4. If the president is unable to complete their term, members shall nominate and elect a new president who shall complete the original term of the outgoing president.
5. An outgoing president shall have the option to join the Board of Directors for a two-year term.
  - a. The most junior (time in service), non-officer board member would be replaced by an outgoing president who opted to serve on the Board of Directors.
  - b. Additional terms would be subject to the standard Board of Directors election process.
6. Officers will be elected to serve staggered terms as follows:
  - a. President - 2 years
  - b. Vice President - 2 years
  - c. Treasurer - 1 year
  - d. Secretary - 1 year
7. An officer may temporarily assume the role and responsibilities of one additional officer position in order to provide executive continuity in the event of an unexpected vacancy in an officer position.
  - a. An additional role may only be assumed for a period of 30 days.
  - b. An officer serving multiple roles may cast only one vote.
  - c. Reasonable efforts must be made to fill the vacancy as soon as practical.
  - d. An officer serving multiple roles must have approval from the Board of Directors to continue to serve dual roles longer than 30 days.

#### ARTICLE IX. DUTIES OF OFFICERS:

- A. President

1. The President shall preside at all meetings unless otherwise unable.
  2. Shall represent the chapter at all EAA Headquarter meetings for chapters.
  3. Shall appoint delegates to represent the chapter when necessary should regular officers be unable to attend.
  4. Shall appoint members to head various committees and assign members to serve on those committees when necessary.
- B. Vice President
1. Shall preside at all meetings when the President is unable to do so.
  2. Shall assist the president with all presidential responsibilities and chapter activities as required.
  3. Act as liaison between committees.
- C. Treasurer
1. Keeps records of the chapter finances
  2. Manages financial affairs of the chapter
  3. Prepare annual financial reports for the chapter
  4. Shall represent the chapter when called upon.
  5. Shall assist the president and vice president in all chapter activities.
  6. Shall submit books and records to the Board of Directors on request for audit purposes.
  7. Shall prepare and submit all state and federal IRS filings.
- D. Secretary
1. Will take minutes at all chapter meetings
  2. Will store meeting minutes in permanent files to support audit review
  3. Will handle correspondence when necessary

ARTICLE X. BOARD OF DIRECTORS:

1. The Board of Directors shall be composed of six (6) members plus the chapter President, Vice President, and Treasurer.
2. Board of Directors members shall be no younger than age 18 at the time of the first board meeting following their appointment to the board.
3. Board of Directors members shall not be compensated directly or indirectly for their service.
4. The six (6) non-officer board members shall be nominated from the membership, by the membership, and approved by a simple majority vote of the members present at the regular November member meeting. Directors shall serve for a period of two (2) years.
5. An interim nomination shall be made to fill a board seat vacated prior to the end of a director's term. A director seated between regular elections shall serve until the next regular election.
6. Board of Directors meetings shall be held by the standards of Robert's Rules of Order for small boards
7. Duties:
  - a. A newly seated Board of Directors shall elect a board chairperson as its first order of business.
  - b. Review matters that may affect the mission, financial health, or viability of the EAA Chapter 461 and make recommendations to the Chapter 461 members.
  - c. EAA Chapter 461 members will vote to approve or reject recommendations made by the Board of Directors.
  - d. Refer to Article XII, Section 1.
8. A Director may be removed from the Board of Directors by a majority vote of five directors in a vote where the Treasurer and the board member subject to removal shall not be permitted to vote.
9. An EAA Chapter 461 Officer may be removed from their position by a majority vote of five directors in a vote where the Treasurer and the Officer subject to removal shall not be permitted to vote.

ARTICLE XI. MEMBERSHIP:

1. Each EAA Chapter 461 member shall be a member in good standing with the Experimental Aircraft Association headquartered in Oshkosh, Wisconsin.
2. Members shall keep EAA Chapter 461 dues up to date.
3. Members are encouraged to participate in all EAA Chapter 461 activities, duties, or functions.
4. Individuals aged 8 to 17 may receive a no-cost student membership to EAA Chapter 461 when they:
  - a. Complete a Young Eagles flight as a participant, and
  - b. Sign up for an Experimental Aircraft Association membership (may be a student membership) as evidenced by the issuance of a membership identification number, and
  - c. Attend at least one chapter event other than a regular meeting.

#### ARTICLE XII. AMENDMENTS:

1. All proposed amendments to the by-laws shall be initiated by a motion from the membership.
2. Any proposed amendment that is seconded by the membership shall be put to a vote. A simple majority of the membership present at the meeting shall constitute a successful motion.
3. A successful motion for a by-law amendment shall be referred to the Board of Directors in writing.
4. The Board of Directors shall review each successful motion for amendment for relevance, applicability, accuracy, and consistency with Experimental Aircraft Association and 501(c)(3) guidelines.
5. A successful motion for amendment found to be relevant, applicable, accurate, and consistent with Experimental Aircraft Association and 501(c)(3) guidelines shall be incorporated into the EAA Chapter 461 by-laws.
6. <deleted>

#### ARTICLE XIII. DISSOLUTION

1. Dissolution of EAA Chapter 461 may be triggered per the following process:
  - a. EAA Chapter 461 Board of Directors vote, en banc, in favor of dissolution, and
  - b. EAA Chapter 461 Membership votes in favor of dissolution at a regular meeting; or
  - c. EAA Chapter 461 Membership petitions the Board for a special meeting to vote on a dissolution motion.
  - d. A successful dissolution vote shall trigger dissolution of EAA Chapter 461.
2. In the event that EAA Chapter 461 is dissolved:
  - a. Jim Oeffinger Fund funds shall be transferred, in whole, to the Illinois Aviation Museum.
  - b. Future Aviators Association Club funds shall be transferred, in whole, to the Future Aviators Association Club.
  - c. Remaining EAA Chapter 461 assets, as itemized and cataloged by the Treasurer, shall be auctioned.
  - d. Funds remaining after asset auction is complete, outstanding debts are settled, and dissolution costs are satisfied, shall be transferred to the Illinois Aviation Museum.

Respectfully Submitted:

August 3, 2023

President: Chad E. Carlson // signed //

Vice President: Al Bally //signed//

Treasurer: Brenda Culver //signed//

Board of Directors

1. Dean Karafa //signed//
2. Amy Reeb //signed//
3. Dina Romanova //signed//
4. Robbie Culver //signed//
- 5.
- 6.

<b>Document Control</b>		
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