

**GWINNETT EXPERIMENTAL AIRCRAFT ASSOC.  
CHAPTER 690, INC.**

**CHAPTER BYLAWS**

**(Revised October 15, 2018)**

**ARTICLE I. NAME**

The name of this organization shall be Gwinnett Experimental Aircraft Assoc. Chapter 690, Inc.

**ARTICLE II. PURPOSES**

The purposes of this non-profit organization are:

- A. To promote and encourage education of the general public about recreational aviation, the design and construction of amateur-built aircraft, and the restoration of aircraft.
- B. To cooperate with and assist governmental agencies in the development of programs relating to aviation activities.
- C. To promote and encourage education of the general public about aviation safety in the design, construction and operation of all types of aircraft.
- D. To encourage and engage in research for the improvement and better understanding of aviation and the science of aeronautics.
- E. To promote and encourage grassroots efforts of the general public relating to aviation research and development.
- F. To do all things necessary to acquire and maintain Internal Revenue Code Section 501(c)(3) (or any future corresponding code section) and to maintain compliance with the laws, rules and regulations attendant to that code section (or any future corresponding code section).

**ARTICLE III. LOCATION OF OFFICE**

The location of the principal office shall be in accordance with the corporate laws of the State of Georgia.

**ARTICLE IV. MEMBERSHIP**

**SECTION I. ELIGIBILITY OF MEMBERSHIP**

Eligibility for membership in this organization is open to any member of the general public, subject to the Classification of Membership.

**SECTION II. CLASSIFICATION OF MEMBERSHIP**

- A. A Regular Voting Member shall be any Member of this organization in good standing. To be a full Chapter member in good standing, with voting privileges and responsibilities, one must be current in paid annual dues and be a member of the Experimental Aircraft Association.
- B. Family membership includes the spouse and dependents of a member's household. The spouse is entitled to the same voting privileges as the full member. A family membership in the Experimental Aircraft Association is a pre-requisite for chapter family membership.

**SECTION III. DURATION OF MEMBERSHIP**

Duration of a Regular Voting Membership is indefinite, except as stated in SECTION IV of ARTICLE IV.

**SECTION IV. EXPULSION OF MEMBERS**

A. Any member deemed undesirable by acts or deeds that tends to jeopardize the organization can be expelled from membership at any published meeting by a three-fourths majority vote of the members present at such meeting.

B. Members must be in good standing to exercise voting privileges.

## **ARTICLE V. DUES**

### **SECTION I. RATE OF ASSESSMENT**

A. Rate of assessment of dues will be determined by the Board of Directors, and approved by a majority vote of the members present at a published meeting.

### **SECTION II. COLLECTION OF DUES**

A. Payment of dues shall be made to EAA Chapter 690 and submitted to the Membership Chairman.

B. Dues are paid annually for the period of January 1 through December 31.

C. Any new member joining during the calendar year will be required to pay dues on a pro-rata basis through and including September. New members joining on or after October 1<sup>st</sup> will be required to pay for a full year and their membership will carry thru to December 31<sup>st</sup> of the following year.

## **ARTICLE VI. EXECUTIVE OFFICERS**

### **SECTION I. EXECUTIVE OFFICERS**

A. The Executive Officers of this organization shall be a President, Vice President, Secretary, and Treasurer. The Officers shall serve without compensation. All officers must be members in good standing.

B. Elections of Chapter officers will be conducted in November every two years. Nominees must be members in good standing. The elective term for each office begins January 1 of the new year following the November elections.

### **SECTION II. DUTIES OF THE EXECUTIVE OFFICERS**

A. The President shall be the Chief Executive Officer of the organization. The President shall preside over Chapter meetings. The President may call any special meeting of the Board of Directors, and shall have, subject to the advice and consent of the Directors, general charge of the business of the Chapter. The President shall execute, with the Secretary, all contracts and instruments, which have been approved by the Board of Directors. The President shall represent the Chapter and coordinate matters with the National organization headquarters, other EAA Chapters and Divisions, and the general public. In case of the absence or disability of the Treasurer, the President may execute checks for the expenditures authorized by the Board of Directors. The President shall appoint committees and committee chairpersons and supervise their efforts, serving as an ex officio member of each committee. The President, with the assistance of the Membership Chairman, shall provide the National Organization Headquarters with an accurate listing of the Chapter members in good standing, and a Chapter Status Form as part of the annual membership renewal package.

B. The Vice President shall be vested with all the powers of, and shall perform the duties of the President in case of the absence or disability of the President. The Vice President shall also perform such duties connected with the operations of the organization as directed by the President. The Vice president shall serve as a Program Chairman for regular meetings.

C. The Secretary shall keep the minutes of all proceedings of the members and the Board of Directors in books provided for that purpose. The Secretary shall attend to the giving and serving of notices of all meetings of the members and the Board of Directors or shall delegate these responsibilities. The Secretary shall keep a proper membership roll showing the name of each member of the organization or shall delegate this responsibility to the Membership Chairman. The Secretary shall keep a book of Bylaws, and such other books and papers as the Board of Directors may direct. The Secretary shall execute with the President, in the name of the organization, all contracts and instruments, which have first been approved by the Board of Directors. The Secretary shall perform such duties connected with the operation of the organization as directed by the President, with the advice and consent of the Board of Directors. The Secretary shall provide a copy of the minutes to the National Organization Headquarters. This can be accomplished by publication in the Members' Section of the Chapter Website. The Secretary shall maintain a file of Chapter business records, minutes, correspondence, Chapter and EAA HQ bulletins and newsletters. These shall be passed to the succeeding Secretary for continuity in the Chapter's activities. The Secretary shall preside over Chapter meetings in the absence of the President and Vice president.

D. The treasurer shall (i) be the chief financial officer of the corporation and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the board of directors; (ii) receive and give receipts and acquittances for moneys paid in on account of the corporation, and payout of the funds on hand all bills, payrolls and other just debts of the corporation of whatever nature upon maturity; (iii) unless there is a controller, be the principal accounting officer of the corporation and as such prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local, state and federal tax returns and related documents, prescribe and maintain an adequate system of internal audit, and prepare and furnish to the president and the board of directors statements of account showing the financial position of the corporation and the results of its operations; (iv) monitor compliance with all requirements imposed on the corporation as a tax-exempt organization described in section 501(c)(3) of the Internal Revenue Code; (v) upon request of the board, make such reports to it as may be required at any time; and (vi) perform all other duties incident to the office of treasurer and such other duties as from time to time may be assigned to such office by the president or the board of directors. Assistant treasurers, if any, shall have the same powers and duties, subject to the supervision by treasurer. The Treasurer shall preside over Chapter meetings in the absence of the President, Vice President, and Secretary.

### **SECTION III. VACANCIES**

A. If the office of the President, Vice-President, Secretary, or Treasurer or Board of Directors members elected at large is vacated for any reason, a nominating committee will be appointed to submit a recommendation of up to (3) persons from the general membership. A simple majority of Chapter members present will elect a successor to hold office for the unexpired term.

## **ARTICLE VII. BOARD OF DIRECTORS**

### **SECTION I. MEMBERS OF THE BOARD OF DIRECTORS**

A. The Board of Directors shall consist of currently elected officers, four at-large members, and the Chairman of the Board of Trustees. The at-large member term of office is two years. Election of these members will be on the alternate year from the officer elections.

B. Each member of the Board of Directors shall serve without compensation.

C. Officers of the Board of Directors shall consist of Chairman, Vice Chairman, and Secretary. These officers shall be elected once per year at the January meeting of the Board of Directors

### **SECTION II. MEETINGS OF THE BOARD OF DIRECTORS**

A. Regular meetings of the Board of Directors shall be called at any time and place to be determined by the President. Proxy voting shall not be permitted at regular meetings of the board.

B. Special meetings of the Board of Directors shall be called at any time on the order of the President or on the order of three Directors. Notices of special meetings of the Board of Directors stating the time and, in general terms, the purpose, shall be given to Directors not later than the day before the day of the appointed meeting. If all Directors are present at any meeting, any business may be transacted without previous notice.

C. Five (5) Directors, of which at least two (2) are current officers, shall constitute a quorum of the Board at all meetings, and the affirmative vote of the majority shall be necessary to pass any resolution or authorize any act of the organization.

### **SECTION III. AUTHORITY OF THE BOARD OF DIRECTORS**

A. The Board of Directors shall recommend for approval of the membership all policies, procedures, projects, income/expenditure budgets, and acquisition, use, maintenance, modification, and disposal of Chapter property. Approval authority may be delegated in writing to Chapter Officers, committees, and individual members as appropriate.

B. The Board of Directors maintains oversight of all approved policies, procedures, projects, etc. listed in (1) above and provides support and corrective action as required to assure achievement of intended results.

## **ARTICLE VIII. BOARD OF TRUSTEES**

A. The Board of Trustees shall develop and maintain policies and procedures for approval by the Board of Directors required for the acquisition, use, maintenance, modification and disposal of Chapter property. They are responsible for programs, projects and activities required to implement approved policies and procedures.

B. The Board of Trustees shall consist of the current Chapter President and 6 members elected from the Chapter membership. The term of office for the elected members shall be 3 years. Following the initial election, 2 members will be elected annually replacing the outgoing members.

C. The Board of Trustees will organize at the 1<sup>st</sup> meeting of each calendar year. A Chairman, Vice-Chairman, and Recording Secretary will be elected by the board members. Standing and special committees within the Board may be established and committee members appointed as appropriate to the needs of the Board of Trustees.

## **ARTICLE IX. MEETINGS OF MEMBERS**

### ***SECTION I. MEETINGS OF MEMBERS***

A. Meetings of the members may be held at such time and place as the President may determine, or as may be called by a majority of the Board of Directors. Notice of meetings of the members, stating the time, place and in general terms the purpose of the meeting, shall be given to members no later than twenty-four (24) hours before the meeting.

B. For any meeting where a vote will be taken for the adoption of resolutions, members will be notified in writing no less than five (5) days prior to the meeting.

C. At any meeting of the members, the quorum shall consist of a majority of those members present who are in good standing represented in person or by proxy.

D. A majority vote of the members present is necessary for adoption of any resolution and for the election of a member to an organization office.

E. At any meeting of the members, each voting member shall have only one (1) vote.

## **ARTICLE X. STANDING COMMITTEES**

Standing committees are responsible for specific ongoing functions, projects, programs, and activities to which the Chapter is committed or which are needed for effective Chapter operation. Standing committee members are appointed or reappointed by the current Chapter President, with a term of office concurrent with that of the President.

The standing committees include but are not limited to:

Promotion and Publicity  
Membership  
Food Service  
Pancake Breakfast Programs  
Special Programs

## **ARTICLE XI. CONFLICT OF INTEREST POLICY.**

### ***SECTION I. PURPOSE***

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### ***SECTION II. DEFINITIONS***

#### **Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

A. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement;

B. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

C. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **SECTION III. PROCEDURES**

#### ***A. Duty to Disclose***

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### ***B. Determining Whether a Conflict of Interest Exists***

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### ***C. Procedures for Addressing the Conflict of Interest***

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **SECTION IV. VIOLATIONS**

A. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **SECTION V. RECORDS OF PROCEEDINGS**

The minutes of the governing board and all committees with board delegated powers shall contain:

A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **SECTION VI. COMPENSATION**

A. A voting member of the governing board who receives compensation, if any, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**SECTION VII. ANNUAL STATEMENTS**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

**SECTION VIII. PERIODIC REVIEWS**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**SECTION IX. USE OF OUTSIDE EXPERTS**

When conducting periodic compliance reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**ARTICLE XII. AMENDMENTS**

These Bylaws may be repealed or amended, or new Bylaws may be adopted at any meeting of the members called for that purpose, or at the annual meeting of the members, by a majority vote of voting members present at such meeting.

**ARTICLE XII. DISSOLUTION**

Upon dissolution of the corporation, the assets of the corporation shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not so distributed shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes.

Acknowledge and Acceptance on behalf of Gwinnett Experimental Aircraft Assoc. Chapter 690, Inc.

Chapter President: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Chapter Vice President: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Chapter Secretary: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Chapter Treasurer: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_