

**BYLAWS  
OF  
SOUTHEAST VIRGINIA LIGHT AIRCRAFT FLYERS**  
(As Amended October, 2009)

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**ARTICLE I: GENERAL**

- A. Description. Southeast Virginia Light Aircraft Flyers, referred to hereinafter as “the Club”, is a non-profit organization incorporated in the Commonwealth of Virginia. The Club was formerly known as the Southeastern Virginia Ultralight Flyers (prior to November, 2006).
- B. Location. The official address and registered office of the Club shall be determined by the Board of Directors during the regular January Board of Directors’ meeting each year.

**ARTICLE II: OBJECTIVES**

The purpose of the Club is to facilitate and promote the sport of light sport flying by:

- A. Providing a suitable site for flight operations in Southeastern Virginia and a forum for safety education, exchange of technical information, and other cooperative activities.
- B. Pursuing initiatives to integrate light sport flying into the general aviation community.
- C. Supporting the work and objectives of the larger light sport aircraft movement on the national and international levels.

**ARTICLE III: MEMBERSHIP**

- A. Eligibility. Any light sport aircraft enthusiast who subscribes to the purposes of the Club, completes the prescribed application, and pays the annual dues is eligible for membership upon recommendation of the Board of Directors. The Board reserves the right to refuse an application to anyone deemed unsuitable for membership however membership will not be refused on the basis of race, color, sex, age, disabilities, national origin or religion.
- B. There are two classes of members in the Club. The first is an individual membership whereby each member is entitled to one vote. The second is a family membership whereby each individual residing in the same household is eligible to become a member of the Club but only those individuals 14 and over, are entitled to a vote.

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- C. Dues are determined by the Board of Directors, subject to ratification by the membership. Payment of annual dues to the Club Treasurer should be made by the second Thursday in November for the period of November 1st to October 31st in the following year. Anyone joining the Club after November pays a prorated amount for the months remaining in the membership year. Members of the previous year renewing membership late shall pay the full annual dues.
- D. Membership in the Club may be terminated as follows:
  - 1. A member may resign from the Club at anytime by notifying the Club Secretary in writing. Dues paid for the remaining membership year are not refundable.
  - 2. A member may be terminated for actions which are undesirable or jeopardize the credibility, standing, or reputation of the Club upon recommendation of the Board of Directors and ratification by three-fourths (3/4) of the vote of members present at a regular meeting. No proxy voting is allowed on such occasions.
  - 3. Membership in the Club can be terminated for non-payment of dues whenever such payment is sixty (60) days past due.

**ARTICLE IV: MEETINGS**

- A. The annual meeting of the Club as a corporate entity shall be held each October at a time and place to be announced to the membership in writing. The annual meeting is for the purpose of receiving annual reports of the Club Officers and committees, election of Officers and Directors and related business.
- B. Regular meetings are held as scheduled during the year at a time and place announced in the newsletter.
- C. Special meetings of the membership may be called by written petition to the President of at least one-fifth (1/5) of the members. The Secretary shall notify the members of the time, place and general purpose of such special meetings.
- D. Unless specified elsewhere in these Bylaws, a majority vote of the meeting, whether present in person or by proxy, is controlling.

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**ARTICLE V: BOARD OF DIRECTORS**

- A. The powers, business and property of the Club are exercised and conducted by a Board of Directors composed of seven (7) members (four Officers, the selected FBO, and two Directors-at-Large). Normal vacancies on the Board of Directors are filled by the membership through election at the annual meeting. Duly elected officers of the Club are members of the Board of Directors and the Club President acts as Chairman of the Board.
- B. Meetings of the Board are called at a time and place determined by the President. Upon petition by any two (2) Directors to the President, a meeting will also be scheduled.
- C. Four (4) Directors shall constitute a quorum of the Board and the affirmative vote of at least four (4) Directors is necessary to pass any action.
- D. The Board of Directors has such authority as is specifically provided by these Bylaws or not prohibited by them.
- E. All Directors serve in that capacity without compensation or tangible reward.
- F. The operator of any flying site used by the Club as its base of operations shall be an ex-officio member of the Board.
- G. Term of office for Directors-at-Large is one year. In the event of an unscheduled vacancy, the Board shall appoint a member to serve out the unexpired term. Directors are installed at the November meeting of the Club.

**ARTICLE VI: OFFICERS**

- A. Elected Club officers include a President, Vice-President, Secretary and a Treasurer who shall serve staggered terms of two (2) years after an initial one year term for the President and Secretary. The President and Secretary will be elected in October of odd numbered years with the Vice-President and Treasurer elected in October of even numbered years. Installation of Officers is at the November meeting following their election. In the event of an unscheduled vacancy of an office, the Board of Directors shall appoint a member of the club to serve until the next election.
- B. President. The chief executive officer of the Club and Chairman of the Board is the President who presides at all meetings of the

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membership, appoints committees, signs and executes contracts in the name of the Club as authorized by the membership and appoints and discharges agents and employees. The President has general supervision over the affairs of the Club, including publication of the newsletter and authorization of expenditures not reserved to the Board of Directors or the membership. In case of absence or disability of the Treasurer, the President may execute checks for expenditures authorized by the Board of Directors.

- C. Vice-President. This officer assists the President with his duties as Flying Safety Officer and performs such other duties connected with operation of the Club as the President or Directors request. In the absence, disability or other inability of the President to perform the duties of his office, the Vice-President shall be vested with all the prerogatives of the President.
- D. Secretary. This officer performs duties connected with the administration of club business, subject to the direction of the President and the Board of Directors. Duties include taking and publishing of minutes of each meeting of the Board, keeping an appropriate membership book showing the names of each member of the Club, the book of Bylaws and such other books, records and papers as may be required by the membership or by local, state or federal law. The secretary executes with the President, on behalf of the Club, all contracts and instruments approved by the Directors and membership.
- E. Treasurer. This officer is responsible for administration of the financial affairs of the Club and executes on behalf of the Club payments for expenditures, as authorized in these bylaws. The Treasurer accounts for all receipt of funds and disbursements, the balance on hand and files the presented forms and financial statements that may be required by local, state and federal authorities. A summary of current expenses and receipts is prepared for presentation to the Board of Directors and to the members on a monthly basis. In coordination with the President, the Treasurer prepares the annual financial report of the Club for presentation to the membership.
- F. Appointed Directors. Contingent upon the level and nature of activity in the Club, it may be necessary for the President to appoint members to carry out specific functions on a continuing basis. Such appointments must be approved by the Board of Directors and may include but are not limited to:
  - 1. Editor. To produce the Club newsletter.
  - 2. Webmaster. To manage the Club's Website.

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3. Public Relations Officer. To relieve the Secretary of responsibility for dealing with area news media.
4. Operations Officer. To supervise club flying activity.
5. Maintenance Officer. To insure that club equipment is properly maintained.
6. Flying Safety Officer. To insure that club events are conducted in a safe manner and that the membership follow good safety practices.

**ARTICLE VII: ELECTIONS**

- A. At the regular September meeting of the Club, the President shall announce appointment of three (3) members to serve as a nominating committee to recommend a slate of candidates for election to upcoming vacancies among the Officers and Board of Directors-at-Large.
- B. The report of the nominating committee will be announced in the newsletter prior to the October meeting. Nominations from the floor will be accepted at the meeting prior to the elections.
- C. Election of Officers and Directors at large will be accomplished at the October meeting of the Club. Election requires a majority vote of members present at the meeting. The Secretary will certify election results to the membership.

**ARTICLE VIII: FINANCES**

- A. The fiscal year of the Club runs from November 1 to October 31.
- B. The Board of Directors shall recommend to the members a schedule of fees that is sufficient to meet the financial obligations of the Club and maintain the value of club assets.
- C. The Treasurer is authorized to issue checks for normal operating costs up to the amount of \$25 upon submission of a payment voucher by a member of the Board of Directors.
- D. Expenditure of funds other than for normal operating costs or for amounts in excess of \$25 shall be authorized in accordance with the following criteria:

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Up to \$50 - Authorized by the President and one (1) other member of the Board.

Up to \$100 - Authorized by a majority vote of the Board of Directors.

Over \$100 - Authorized by a majority vote of the membership at any meeting.

- E. The Board shall not assess the members nor expend the Club's funds for social functions.
- F. The Treasurer shall receive and deposit all club funds in a bank approved by the President. Funds will be paid out only by check. Both the President and the Treasurer shall have signature authority on the Club bank account.
- G. The President shall appoint two (2) members, at least one (1) of whom shall be a Director, to conduct an annual audit of the Club's financial records during the month of *November*. The audit committee will report the results to the President by *November 30* and the president will report the results to the membership at the *December* meeting.
- H. Any surplus funds remaining at the end of the fiscal year after all operating costs and other expenses have been paid will remain in the Club's treasury for contingencies and future purchases of equipment and/or services. In no case will the Club's funds be distributed to members for individual use.

**ARTICLE IX: FLIGHT OPERATIONS**

- A. Club flying activities will be based at a flying site approved by the Board of Directors. The flying site will be maintained by a fixed-base operator with whom the Club will enter into an agreement for use of the site for flight operations, tie-down and hangering of airplanes, and for maintenance support.
- B. Flight operations from the Club's regular flying site will be under the direction of and in accordance with procedures prescribed by the fixed-base operator. A club operations manual will set forth policy and procedures for all aspects of club flying activities.

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**ARTICLE X:           AMENDMENTS**

- A.   Amendments to these Bylaws may be made by an affirmative vote of a majority of the members present in person or by proxy at any meeting.
- B.   The substance of any proposed amendment must be announced to the membership in writing prior to the meeting in which it is brought for a vote.

**ARTICLE XI:         DISSOLUTION**

- A.   The Club may be dissolved by affirmative vote of two-thirds (2/3) of all the members.
- B.   Any funds in the Treasury after payment of liabilities and sale of assets will be transferred to an organization or entity selected by the Board of Directors.

**APPROVAL OF BYLAWS**

The original Bylaws of Southeastern Virginia Ultralight Flyers were approved by the Board of Directors and ratified by the members on January 12, 1989 as evidenced by the signature of the President and attested by the Secretary.

Signed in the City of Hampton, Virginia, this 12th day of January, 1989.