

## **BYLAWS**

### **ANN ARBOR GENERAL AVIATION ASSOCIATION**

#### **RULE 1 — MEMBERSHIP**

**Section 1** – Membership of Ann Arbor General Aviation Association (“Association”) shall be open to pilots, aircraft owners, personnel supporting aviation, and all other interested persons supportive of general aviation in the community.

**Section 2** – Members of this Association shall be elected in the following manner: Nominations will be submitted to the Standing Membership Committee as appointed by the President. The Standing Membership Committee will then advise the Association of their selections at a regular meeting of the Association.

**Section 3** – Membership may be an individual, or a family. Each membership in good standing shall be entitled to one vote.

#### **RULE 2 – DUES**

Annual membership dues of the Association shall be established by a vote of the membership. The Treasurer will in November of each year notify Association members of their dues payable. Dues are to be paid by January 1<sup>st</sup> of each year in order to remain a member in good standing.

#### **RULE 3 – AGENDA**

**Section 1** – The Secretary may electronically poll the members for agenda items two weeks prior to a meeting.

**Section 2** – The President, or at his/her request the Secretary, will email or electronically post agenda items one week prior to a meeting. Modifications proposed for changing the Bylaws of the Association must be posted one full month prior to the meeting at which a vote will be held.

**Section 3** – Agenda items may be added or deleted in accordance with Robert’s Rules at a meeting.

#### **RULE 4 – MEETINGS**

**Section 1** – Regular meetings of the Association will be held quarterly. Time, date, and place will be announced at least 30 days in advance.

**Section 2** – Special meetings may be called by the President. Such meetings will be announced with at least 10 days notice.

## **RULE 5 – DUTIES OF THE BOARD OF DIRECTORS**

**Section 1** – It is the responsibility of the Board of Directors to formulate and adopt policy that involves general direction and activity of the Association with the approval of the membership.

**Section 2** – It shall be the duty of the Chairman to preside at all meetings of the Board of Directors, and to call a meeting of the Board any time the Chairman deems it necessary in accordance with Rule 4.

**Section 3** – The Board shall designate a Director to be ex-officio member of each standing and special committee of the Association.

## **RULE 6 – DUTIES OF OFFICERS**

**Section 1** – It shall be the duty of the President to preside at all meetings, appoint the chair of committees, call a meeting of the officers any time the President deems it necessary, and to thoughtfully represent the Association's expressed interests. The President of the Association shall act as Chairman of the Board of Directors.

**Section 2** – It shall be the duty of the Vice President, in the absence of the President, to assume the duties of the President, and assist in the work of the Association. The Vice President shall be a Director of the Association.

**Section 3** – It shall be the duty of the Secretary to keep an accurate record of the proceedings of each meeting, to be prepared to read on call the record of any business transaction of any previous meeting, email or electronically post copies of the minutes of each meeting to the membership, maintain a register of membership, attend to the correspondence of the Association, and keep all correspondence received and written. The Secretary of the Association shall act as Secretary of the Board of Directors.

**Section 4** – It shall be the duty of the Treasurer to collect all dues from members, collect for other costs if appropriate, pay all expenses and keep accurate record of income and disbursements, and to handle deposits and finances of the Association. The Treasurer shall be a Director of the Association.

## **RULE 7 – COMMUNICATIONS**

**Section 1** – It will be the usual practice of the Association to communicate with its membership electronically.

**Section 2** – The Association will communicate with others in either written or electronic form depending on the nature of the business.

### **RULE 8 – SUSPENSIONS OF BY-LAWS**

Any bylaws may be suspended at any meetings of the Association by the unanimous vote of all members in good standing present at such meetings.

### **RULE 9 – AMENDMENT OF BY-LAWS**

These bylaws may be amended at any regular meeting by two-thirds of the votes cast at such meetings and proxies present who are in good standing and entitled to vote, provided that notice of such proposed amendment and a copy thereof shall have been electronically sent to each member by the Secretary/Treasurer thirty days prior to the meeting at which a vote shall be taken thereon.

Adopted: Adopted: December 13, 2010, at Ann Arbor, Michigan.