

Sussex Experimental Aircraft Association

Chapter 891

By-Laws

Article I

NAME:

This chapter shall be known as the Sussex Experimental Aircraft Association (EAA) Chapter 891

ARTICLE II

LOCATION:

The office for the transaction of business shall be the EAA Chapter 891 trailer located at 53 Route 639, Sussex Airport, Sussex, New Jersey 07461.

ARTICLE III

PURPOSE OF ORGANIZATION:

1. The purpose of this organization is to:
 1. Stimulate education, appreciation, and knowledge in aeronautics.
 2. Foster the construction, reconstruction, restoration, and safe operation of aircraft.
 3. Maintain this chapter as a non-profit, educational organization in accordance with EAA practices and under Title 15 of the Revised Statutes of the Legislature of the State of New Jersey.
 4. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the corporation and to make payments and distribution in furtherance of the purposes set forth herein.
 5. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code of 1954, as amended.
 6. The corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under 501 (c) (3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contribution to which are deductible under 179 (c) (2) of the Internal Revenue code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue Law).

Article IV

CHAPTER MEMBERSHIP:

Eligibility for Chapter Membership: Eligibility for membership in the Chapter is open to any person who has an interest in recreational aviation, subject to the classifications of membership listed in Article IV, Sections 1- 5.

To Become a Member of the Chapter: A perspective member is to contact an existing member in good standing and express interest in joining. A perspective member is encouraged to attend chapter events and meetings. The perspective member must be sponsored (recommended) by an existing member in good standing. In the case when the perspective member has no sponsor, an officer will be assigned as the sponsor. The perspective member must attend at least two regular chapter meetings in a six month period. At the second meeting the perspective member may be voted to be a member by majority vote of the membership present.

Classifications of Chapter Membership: There are five (5) types of Chapter Memberships. These Chapter Membership Classifications include: Regular, Family, Ordinary/Complimentary, Special, and Life. The specific details of these Chapter Membership Classifications are described in the following paragraphs:

1. Regular Chapter Membership: A Regular Chapter Member shall be any person who pays Chapter dues and is a Member in good standing of EAA (Experimental Aircraft Association, Incorporated).
2. Family Chapter Membership: A Family Chapter Membership shall be any family, including parents, and children, who pay the appropriate Chapter Membership dues and are Family Members of EAA (Experimental Aircraft Association Incorporated).
3. Honorary/Complimentary Membership: A Honorary/Complimentary Chapter Member shall be any person to whom the Chapter Officers, Chapter Executive Committee, or Chapter Membership wishes to extend an Honorary Chapter Membership. Honorary/Complimentary Chapter 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, Chapter Executive Committee or Chapter Membership.
4. Special Chapter Membership: A Special Chapter Member shall be any person, who for temporary or short-term economic reasons is unable to pay the appropriate Chapter Membership dues and to whom the Chapter Officers, Chapter Executive Committee, or Chapter Membership wishes to extend a Chapter 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, Chapter Executive Committee, or Chapter Membership.
5. Life Chapter Membership: A Life Chapter Membership may be bestowed on an individual Chapter Member at the discretion of the Chapter Officers, Chapter Executive Committee, or Chapter 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.

Duration of Chapter Membership: The Duration of a Regular and Family Chapter Membership shall be one (1) calendar year. Honorary/Complimentary or Special Chapter Memberships may be extended or continued beyond one (1) year at the discretion of the Chapter Officers, Chapter Executive Committee, or Chapter Membership. Life Chapter Membership is continuous for the life of the Chapter Member. Life Chapter Membership is not transferable to another person. 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.

Voting Privileges of Chapter Membership: 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 and Life Chapter Members. Honorary/Complimentary Chapter Members shall not have voting privileges within the Chapter.

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

1. 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 Chapter Executive Committee and Chapter Officers for review. Upon conclusion of a review, the Chapter Executive Committee and Chapter Officers may upon finding reasonable cause, recommend to the Chapter Membership that said member be removed from Chapter Membership. Said Member may then be removed, by a majority vote of eligible members at any regular or special Chapter Membership Meeting where a quorum exists.
2. Any Chapter Member who fails to remit their Chapter Membership dues or fails to maintain their Chapter Membership in the EAA shall be considered removed from Chapter Membership.

Resignation of Membership: Any Chapter Member may resign their Chapter Membership at any time by delivering to any Chapter Officer a written notice of resignation. The resignation of Chapter 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.

ARTICLE V

CHAPTER MEMBERSHIP DUES AND ASSESSMENTS:

The Chapter Officers and Chapter Executive Committee, with the concurrence of the Chapter Membership, will determine appropriate dues and assessments. The rate of dues or the amount of assessment shall be voted on and agreed to by the Chapter Membership at any regular Chapter Membership Meeting or Special Chapter Membership Meeting. The proposed dues or assessment must pass by a majority vote of eligible Chapter Members in attendance. Dues and assessments shall be paid to the Chapter Treasurer, or any person they may designate. Dues are to be paid annually and are payable upon joining and every January 1st of each year thereafter. Assessments shall be paid as determined by the Chapter Officers and Chapter Executive Committee, with the majority concurrence of the Chapter Membership. Dues and assessments shall be considered wholly earned and shall not be pro-rated in the event of expulsion or resignation. 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, however may be required to pay assessments.

ARTICLE VI**MEETINGS:**

1. REGULAR MEETINGS shall normally be held once a month at a time and place as determined by the President.
2. Alternate dates for the REGULAR MEETING may be determined by the President as the occasion demands.
3. SPECIAL MEETINGS of the Chapter may be called by the President for any purpose, and at a time and place determined by him. Notice of SPECIAL MEETINGS shall be mailed to all members by the Chapter Secretary not less than seven (7) days prior to the meeting.
4. One third (1/3) of the membership or more members of the Chapter shall constitute a quorum for any REGULAR or SPECIAL MEETING.
5. The REGULAR DECEMBER MEETING, a quorum being present, shall be called the ANNUAL MEETING of the Chapter. In the event a quorum is lacking, the next REGULAR or SPECIAL MEETING, at which a quorum is present, shall be called the ANNUAL MEETING.
6. No motion may be passed, no resolutions may be adopted, and no elections may be held at any meeting at which a quorum is not present.

ARTICLE VII**ELECTION OF OFFICERS:**

1. At the SEPTEMBER REGULAR MEETING, the President shall appoint a NOMINATING COMMITTEE, which shall consist of four (4) ACTIVE MEMBERS.
2. At the OCTOBER REGULAR MEETING, the Chairman of the NOMINATING COMMITTEE shall nominate a slate of officers, each nominee having previously indicated to a member of the NOMINATING COMMITTEE willingness to accept the office for which he is nominated.
3. Write-in votes may be cast at the November REGULAR MEETING.
4. The ELECTION OF OFFICERS shall be held at the NOVEMBER REGULAR MEETING. A simple majority of the ACTIVE MEMBERS in attendance, a quorum being present, shall be required to elect an officer. In the event that there are more than two (2) nominations for an office and none receives a majority vote, a run-off vote shall be taken to decide between the two (2) nominees who received the largest number of votes or the first ballot.
5. In the event that a quorum is not present at the NOVEMBER REGULAR MEETING, the President shall call a meeting to be held within ten (10) to fourteen (14) days for the express purpose of the ELECTION OF OFFICERS. The SECRETARY shall mail notice of the meeting to each ACTIVE MEMBER not less than seven (7) days before the meeting. The time and place of the meeting shall be determined by the PRESIDENT and announced in the meeting notice.

ARTICLE VIII**OFFICERS - DUTIES AND TERM OF OFFICE:**

The elected officers of the Chapter shall be a PRESIDENT, VICE-PRESIDENT, SECRETARY and TREASURER or SECRETARY/TREASURER. Their terms of office shall be one (1) year and shall end on December 31. No person *may* hold more than one (1) elected office at one time.

THE DUTIES OF THE PRESIDENT SHALL BE TO:

1. Preside over all meetings of the Chapter and the Executive Committee.
2. Represent the Chapter and coordinate matters with the International EAA Headquarters, other EAA Chapters and Divisions, and the general public.
3. Provide the leadership to make the Chapter a credit to the organization and to aviation in general.
4. Appoint committees and committee chairpersons and supervise their work.

THE DUTIES OF THE VICE-PRESIDENT SHALL BE TO:

1. Preside over meetings of the Chapter and Executive Committee in the absence of the PRESIDENT, coordinate and be aware of all the Chapter's activities and functions.
2. Assist the PRESIDENT in all matters pertaining to the operation of the Chapter.
3. Be in charge of the attendance records and be prepared for reports as required.
4. Be Chairperson of the Program Committee, and as such, plan and coordinate interesting and educational programs to be presented at the REGULAR MEETINGS of the Chapter.

THE DUTIES OF THE SECRETARY SHALL BE TO:

1. Record the minutes of each Chapter meeting and submit a duplicate copy promptly to the International EAA Headquarters.
2. Provide the International EAA Headquarters with a brief resume of the Chapter's activities and of the Chapter member's aircraft projects for the Association's records, as well as for possible publication in Sport Aviation, the official EAA publication.
3. Provide the International EAA Headquarters with an accurate listing of the Chapter members as of January 1 and July 1 of each year.
4. Prepare and maintain a file of Chapter minutes, business records, correspondence, historical records, and Chapter and EAA Headquarters' Bulletins and Newsletters.
5. Preside over the Chapter meetings in the absence of both the PRESIDENT and VICE-PRESIDENT.

THE DUTIES OF THE TREASURER SHALL BE TO:

1. Maintain the financial records of the Chapter in a suitable ledger.
2. Handle all Chapter finances, including the acquisition and maintenance of a Chapter Bank Account, and report the financial status to the Chapter members at each REGULAR MEETING.
3. Preside over the Chapter meetings in the absence of the PRESIDENT, VICE-PRESIDENT, and SECRETARY.

ARTICLE IX

EXECUTIVE COMMITTEE:

The EXECUTIVE COMMITTEE shall be appointed for a term of one (1) year by the President and consist of the PRESIDENT, VICE-PRESIDENT, SECRETARY and TREASURER or SECRETARY/ TREASURER AND TWO (2) OR MORE MEMBERS AT LARGE.

Meetings of the EXECUTIVE COMMITTEE may be called at any time by the PRESIDENT to discuss Chapter policy and other administrative affairs. The EXECUTIVE COMMITTEE may not incur obligations in the name of the Chapter without prior approval being obtained by a quorum at a REGULAR or SPECIAL MEETING.

ARTICLE X

VACANCIES:

If the office of Chapter President, Chapter Vice President, Chapter Secretary, or Chapter Treasurer become vacant for any reason, the Chapter Executive Committee shall elect a successor who shall hold the office for the remainder of the normal term, or at the option of the Chapter Executive Committee, hold a special election to fill the vacancy(s).

Article XI

TRANSITION OF LEADERSHIP:

1. The Chapter Membership recognizes the importance of a smooth transition of Chapter Leadership. Therefore, subsequent to the election of Chapter Officers and Chapter Executive Committee, the incumbent and newly elected Chapter Officers and Chapter Executive Committee shall organize and hold a transition meeting wherein all Chapter records and information will be passed on to the newly elected Chapter Officers and Chapter Executive Committee.
2. During the transition meeting, the newly elected Chapter Officers and the Chapter Executive Committee 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 Chapter Executive Committee 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 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 Chapter Executive Committee 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 XII

Financial Reports:

1. The Chapter Treasurer shall prepare a quarterly and an annual financial statement and present each report on the financial status to the Chapter Membership. The Chapter Executive Committee will determine the form of the report, either written or oral. The Chapter Executive Committee will also determine the method of the report, either by presentation at a Chapter Membership Meeting or by Chapter Newsletter.
2. The Chapter Executive Committee, under the direction of the Chapter Vice President, shall arrange annually to have the financial records and practices of the Chapter verified. The Chapter Executive Committee shall make available a copy of the written report to the Chapter Membership. The Chapter Executive Committee will review any recommendations for changes in book keeping procedures and shall take appropriate steps to implement any reasonable recommendations.

Article XIII

FACILITIES, TOOLS, AND OTHER ASSETS:

1. The Chapter Officers and the Chapter Executive Committee shall ensure all facilities, tools, and other assets of the Chapter are properly insured or protected against loss.
2. A Chapter Officer or Chapter Director will serve on appropriate committees to properly manage the Chapter's facilities, tools, and other assets.

Article XIV

CHAPTER NOMINATING COMMITTEE:

The Chapter Nomination Committee, which is appointed by the Chapter President, shall consist of 3 to 5 Chapter Members. The purpose of the Chapter Nomination Committee is to conduct the annual process of recruiting nominees for the various elected positions within the Chapter and reports these nominations to the Membership of the Chapter. Further, the Chapter Nomination Committee shall follow the guidelines in the Chapter Transition Plan Part 1.

Article XV

CHAPTER MEMBERSHIP COMMITTEE:

The Chapter Membership Committee, which is appointed by the Chapter Executive Committee, shall consist of a few Chapter Members, probably about 4 or 5 Chapter Members. The purpose of this Committee should be to keep accurate records on the current Membership of the Chapter through a detailed Chapter Membership Roster. The Chapter Membership Committee shall also look for ways to retain existing EM and Chapter Members. Further, the Chapter Membership Committee shall look for opportunities to recruit new EM and Chapter Members, including keeping an ample quantity of EM and Chapter Membership Application Forms and any other materials that will assist in the retention and recruitment of EM and Chapter Members.

Article XVI**ORGANIZATION COMMITTEES:**

The Chapter Executive Committee may establish committees, as it deems necessary. Any committees established by the Chapter Executive Committee shall be responsible for reporting their activities directly to the Chapter Executive Committee.

Article XVII**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 VI, may request intervention by the Chapter Office Staff of the Experimental Aircraft Association, concerning a dispute within the Chapter. The Chapter 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 XVIII**AMENDMENTS:**

The Bylaws of the Chapter may be, amended, or new Bylaws adopted at any Regular Chapter Meeting of the Chapter Members called for that purpose. Amended or new Bylaws must be passed by a not less than eighty percent (80%) majority vote of the Chapter Members eligible to vote and present at such meeting in person or by proxy.

Article XIX**DISSOLUTION:**

The Chapter may be dissolved by a two-thirds majority vote of the voting Chapter Members. If the Chapter is dissolved, the Chapter 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 Chapter President is also responsible for the disposition of all Chapter materials and assets that shall be donated to another non-profit organization. (The EAA and EAA Foundation are both non-profit organizations).

Article XX**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.

THESE BY-LAWS were framed and adopted at a meeting called by the PRESIDENT on 07/05/2006 held at Sussex Airport, Sussex, New Jersey 07461.

PRESIDENT: _____

VICE-PRESIDENT: _____

SECRETARY: _____

TREASURER: _____