



51st Aero Squadron

Bylaws

(Approved – 11 December 2017)

(ARTICLE I – Name and Purpose)

Section I – Name

The club will be known as the 51st Aero Squadron.

Section II – Purpose

The purpose of the 51st Aero Squadron (“Club”), a 501(c) social club, is to provide members a convenient means for flying at the most economical rate and to promote aviation safety awareness, and General Aviation throughout the local community.

(ARTICLE II – Structure)

Section I – Organization

The 51st Aero Squadron will be organized with the necessary executive positions (officers) and leadership to ensure a smoothly functioning organization focused on the needs and benefits of its members. The principal organization will consist of seven officers: President, Vice President, Secretary, Treasurer, Chief Pilot/Chief Safety Officer; Training Officer; Maintenance Officer.

Section III – Officers

President –

The President shall be Chief Executive Officer of the club. He shall preside at all meetings.

The President also serves as Ex-Officio member of all standing and temporary committees.

The President may call a special meeting for any purpose pursuant to Article VI (Meetings); Section II (Special Meetings).

The President is responsible for executing all official documents of the club and will counter-sign all checks along with the Treasurer, for disbursements.

Vice President –

The Vice President is second in succession to the President and will be invested with all the powers of the President, if the President is absent, incapacitated, or otherwise unable to serve.

The Vice President will succeed to the office of President should that office become permanently vacated by a sitting President during a term and will become the President for the remainder of that term.

The Vice President will perform the duties and functions assigned by the President and will Chair the Audit Committee annually.



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Secretary –

The Secretary shall keep the minutes of all meetings and proceedings and will accurately capture all motions, discussions, and votes of the committee of the whole (Members).

The Secretary will publish the minutes of each meeting within two weeks of the adjournment of a meeting and will cause validation of the minutes during the next scheduled meeting by a reading of the minutes; making any agreed corrections, editions, or modifications; and receiving a vote of acceptance by the members.

The Secretary will give notice of all meetings, regular and special, pursuant to Article VI (Meetings).

The Secretary will maintain an accurate roster of all members in a central database, that will be used for tracking members participation, dues, training, certifications, and/or endorsements.

The Secretary will maintain the 51s Aero Squadron seal and will cause the club seal to be affixed to any document requiring the seal of the organization and which has been properly processed.

The Secretary will cause to be executed, all certificates of membership, contracts, and other instruments, in coordination with the President and after approval by the membership.

In the absence or incapacitation of the Treasurer, the Secretary will assume all the duties and functions of the Treasurer, and become the Secretary/Treasurer for the remainder of their term.

The Secretary is responsible for all official correspondence of the club and will execute any required correspondence upon either the direction or the approval of the President.

Treasurer –

The Treasurer is responsible for all accounting and bookkeeping functions of the club.

The Treasurer is responsible for maintaining the funds of the 51st Aero Squadron and for accounting and recording all financial transactions and activities of the club.

The Treasurer will compile and report the financial status of the club at every regular meeting.

The Treasurer will execute all disbursements and account for all monies received by the club. With the approval of the members and at the direction of the President, the Treasurer shall execute all checks for expenditures and ensure that all checks are counter-signed by the President.

The Treasurer will provide all documentation as required and/or requested by and to the Chairman of the Audit Committee on an annual basis.

The Treasurer will report on all members' dues status and any delinquencies in rental fees.



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In the absence or incapacitation of the Secretary, the Treasurer will assume all the responsibilities of Secretary and will become Secretary/Treasurer for the remainder of their term.

Chief Pilot/Chief Safety Officer –

The Chief Pilot/Chief Safety Officer is responsible for all aspects of flight safety regarding club members and club aircraft.

The Chief Pilot as Chief Safety Officer is responsible for promoting safe flying practices; creating or coordinating flight safety awareness training for members to improve their flying skills.

The Chief Pilot as Chief Safety Officer is responsible for conducting all internal investigations of accidents or incidents involving club members or club aircraft.

The Chief Pilot as Chief Safety Officer will ensure all required and requested information is provided to the FAA on any accident or incident involving club members or club aircraft in a timely and accurate manner.

Training Officer –

The Training Officer is responsible for managing the training, certification, and endorsements of members.

The Training Officer will maintain the roster of all qualifications, certifications, and endorsements, on all members in the central database.

The Training Officer will coordinate the efforts of all CFI/Is in the club to ensure members have access to quality training and can work on basic and advanced certifications as well as additional endorsements.

The Training Officer will inform the Secretary when a member completes a certification, completes a Flight Review, completes a check ride, or receives an endorsement. The Secretary will log it into the central database.

Maintenance Officer –

The Maintenance Officer is responsible for ensuring all club aircraft are maintained in an airworthy condition and that all necessary, required, and directed maintenance, modification, or upgrades are scheduled and performed to standard.

The Maintenance Officer is responsible for maintaining in a current and accurate manner all aircraft logbooks.

The Maintenance Officer will ensure all required information (AROW documents) are present and up to date in club aircraft.



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The Maintenance Officer is the club's primary Point of Contact with the club's designated Aviation Maintenance Technician (AMT) and/or maintenance facility; in addition the Maintenance Officer is the primary point of contact with any servicing organization or facility contracted to perform maintenance, modifications, and upgrades on club aircraft.

The Maintenance Officer is responsible for formulating, updating, and/or revising all maintenance Standing Operating Procedures (SOP) for all club aircraft.

The Maintenance Officer will provide a detailed maintenance status briefing on all club aircraft and equipment to all members, during each regularly scheduled, or when required, special meetings of the club.

(ARTICLE III (Membership))

Section I -General

Any person of good character, and no criminal background and who has a true interest in aviation, shall be eligible for membership in the 51st Aero Squadron.

Membership may be applied for by the completion of a membership application and submission to the Secretary of the club.

The club leadership will present the Membership Committee findings and recommendations to the current membership for a vote of acceptance.

A membership will be deemed to be a family membership extending to a spouse and children of the primary member. There will be no additional membership fees until children reach the age of 18 or a spouse is no longer married to a member. Family members will still be responsible for all rental fees and instruction fees incurred in exercising family membership privileges and in accordance with all other operating procedures.

When any applicant has been accepted by the club, the Secretary will execute a letter of acceptance within two weeks of the vote to the applicant (may be sent via email) informing them of their acceptance.

A member in good standing is any member who is not in arrears more than 10 days in the current month dues; and who is not more than 30 days in arrears on any rental charges or assessments.

If an applicant is rejected, the Secretary will execute a letter to the applicant within two weeks of the vote, informing them of the rejection. No specific reason or explanation is required for rejection. The Secretary will inform the applicant that they may reapply after six months from the date of the vote of rejection.

An applicant, who has been rejected, may reapply after six months have elapsed since the date of the rejection vote by the membership.



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When an applicant is informed of their acceptance, the Secretary will also inform the applicant that their membership becomes official upon receipt of their New Member Fee (Article VII (Fees), Section I (Membership Fees)).

No pilot or applicant is authorized to use any club aircraft until they have first been accepted for membership; paid their membership fee; and have successfully completed a check-out with one of the club's CFI/II instructors.

Membership fees and any currently paid monthly dues are not refundable.

Members who are in arrears in monthly dues more than two months will have their scheduling and flight privileges with club aircraft suspended until all current and arrears dues have been paid in full.

Members may resign from the club at any time. Members must notify the Secretary of their resignation for it to take effect. Until notification has occurred all dues and other fees will continue to accrue.

Members who have resigned may be reinstated within 10 calendar days at their request. For a reinstatement to be effective, the member must be a member in good standing (all dues and fees paid in full) at the time of their resignation. From the 11th day after resignation until the six month anniversary of their resignation, a member cannot be reinstated. After the six month anniversary a request for reinstatement requires a new application and the payment of a New Member fee (Article VII – Fees; Section 1 (New Member Fee)).

A member may request a leave of absence (LOA) due to any issue. Leaves of Absence can only be granted by the President and only for a period of up to six months; with one additional period of up to six months, upon request. After two consecutive Leave of Absence periods, if a member does not request reinstatement, they are automatically terminated with the loss of all club privileges.

During a Leave of Absence a member is not authorized the use of club aircraft for any reason and will have their scheduling privileges suspended.

During a Leave of Absence a member does not have to pay dues.

During a Leave of Absence members are welcome to attend club meetings, outings, and gatherings, but are not allowed a voice in meetings and official discussions, nor are they authorized to vote on any motion before the membership.

Members may be terminated for egregious and/or consistent violations of Flight Operations, Safety, or Standard Operating Procedures, or for consistent non-payment of dues beyond two months or rental fees beyond one month.

Any member subject to expulsion may be expelled by a two-thirds majority of members present and voting at a regularly scheduled or specially called meeting.



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The Secretary will provide 10 days' notice to any member subject to expulsion. The member will have the right to submit any statement of mitigation or extenuation; and has the right to speak to the members on their own behalf during the next scheduled or specially called meeting.

If a member is subsequently terminated, they will have sixty days in which to appeal in writing to the President. The President will present the appeal to the membership at the next regularly scheduled meeting for a reconsideration and vote.

The membership will vote on the appeal. It will require a three-fourths (3/4) majority vote of those members present and voting to overturn a termination.

(ARTICLE IV – Elections)

Section I – General

Election of Officers will occur every year during the last meeting of a calendar year. All four primary officer positions will be elected.

Section II – Terms of Office

The terms of all four principle officers (President, Vice President, Secretary, and Treasurer) will be for a period of one year, beginning on 1 January of the calendar year following the election, and ending on the last calendar day of that year. There is no limit on the number of successive or total terms of service.

The positions of Chief Pilot/Chief Safety Officer; Training Officer; and Maintenance Officer will be filled by appointment of the President and may serve an unlimited number of terms.

Section III – Nomination and Election Process

A nomination committee will be formed by the President in the 10th month of each year. The Nomination Committee will consist of three members and will receive all nominations of each position to be balloted at the last meeting of the year (President, Vice President, Secretary, and Treasurer).

Any member, in good standing, may nominate any other member, in good standing, for any or all elected positions.

Any member, in good standing, may self-nominate themselves, for any or all elected positions.

In the event a member is nominated for more than one position, they will be dropped from all subsequent ballot positions upon election to a previous position.

The Nomination Committee will set a date for the close of nominations and communicate that through the Secretary to the membership. The Nomination Committee will then compose a slate of candidates for each position and forward that slate to the Secretary.



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The Secretary will notify all members of the slate of candidates no later than the first day of the 11th month of the year; and will also state the actual date of elections in that notification.

Election of candidates shall be by a simple majority vote (50% +1) of those members present, qualified, and voting. A qualified voter is a member in good standing (All dues and fees are paid in full).

In the event any candidate does not receive a 50% +1 (majority) vote, a run-off ballot between the two highest vote-gainers in the initial ballot, will be conducted. This process will repeat until there is one candidate in each position with a 50% +1 majority.

Officers will assume their responsibilities on the 1st of January in the immediately following year.

(ARTICLE V – (Committees)

Section I – General

There shall be several standing committees for the 51st Aero Squadron. Each committee will be composed of three members, selected by the President, and will serve at the pleasure of the President during the current term of office.

Standing Committees shall be: Audit Committee, Finance Committee, and the Membership Committee.

Section II – Standing Committees

Audit Committee –

The Audit Committee will be composed of three members selected by the President. Neither the current Secretary nor Treasurer may serve on the Audit Committee during their term of service, nor on the Audit Committee reviewing the immediate past year if they held office. The Vice President will be the Chair of the Audit Committee.

The Audit Committee will review and analyze the financial position and accounting procedures each year during the first month of the New Year for the immediate previous year and render a report and findings to the President, by the end of the first month, as to the verification of the accounting information, banking statements, and the financial condition of the club. The Audit Committee will also include any recommendations for the improvement in accounting practices for the club.

The Audit Committee, at the direction of the President, will present its findings at the first regularly scheduled meeting of the year to the membership.



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Finance Committee –

The finance committee will be composed of three individuals, appointed by the President, not including the Treasurer or Secretary. This committee will be responsible for assessing the 51st Aero Squadron's financial status throughout the year. The Finance Committee will create and maintain the club's financial plan.

The Finance Committee will also create an annual operating budget for the club and will track the club's progress in meeting budget requirements.

The Finance Committee will be responsible for developing and recommending any financial actions involving club funds and liabilities. They will research and report on any loans required by the club for operations, maintenance, purchase of new equipment, and/or aircraft.

The Finance Committee will be responsible for developing other funding options as necessary to meet maintenance and purchase requirements outside of an annual budget.

Membership Committee –

The membership committee will be composed of three members selected by the President, and will serve during the current tenure of office.

The Membership Committee will receive and review all applications for membership in the 51st Aero Squadron and will conduct sufficient investigation to ensure an applicant meets the requirements for membership (Article III – Membership; Section I – General).

The Membership Committee either individually or collectively will interview the candidate to further determine suitability for membership.

The Membership Committee will render a report on any given candidate within 30 days of submission of an application, to the Secretary, indicating their recommendation of either Acceptance or Rejection.

The Secretary will report the Membership Committee's report at the next regularly scheduled meeting and the membership will vote. After the vote, the Secretary will follow the procedures in (Article III – Membership; Section II – Process).

Section III – AdHoc Committees

The President may deem it necessary to form Ad-Hoc committees focused on a special or particular issue, challenge, or opportunity.

Ad-Hoc Committees will be composed of three members, selected by the President, and will serve on the specially designated Ad-Hoc committee during the current term of office.



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The President will provide a clear and unambiguous statement of the Task, Purpose, and Intent to the committee to focus their efforts. Ad-Hoc Committees will not interfere in the roles and responsibilities of the elected officer positions; appointed officer positions; or Standing Committees.

Ad-Hoc Committees may include, but are not limited to: Bylaws Revision Committee, Safety Investigation Committee, Assessment Exploratory Committee, Standard Operating Procedures Revision Committee, etc.

(Article VI – Meetings)

Section I – Regular Meetings

Regular meetings of the 51st Aero Squadron will be held on the Second Monday of every even numbered month (February, April, June, August, October, and December). A meeting may be suspended and/or rescheduled at the direction of the President, if the meeting day falls on a National Holiday or other like event.

Meetings will be held at a location designated by the President and communicated by the Secretary in a formal meeting notice.

Regularly scheduled meetings will begin at 6PM.

Section II – Special Meetings

At any time that the President feels it necessary and/or appropriate, he may call a Special Meeting.

Special Meetings must be called for a clear and specific purpose, and be so communicated in a Special Meeting Notice.

A Special Meeting will have a minimum of 10 working days' notice to members.

A Special Meeting will require a quorum of at least 25 active members, in good standing, to conduct the business of the Special Meeting, or to make decisions binding on all the membership of the club.



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(Article VII – Dues and Fees)

Section I – Membership Fee

Applicants for membership in the 51st Aero Squadron, who have had their application processed and have been accepted for membership, shall pay a New Member fee of \$1000, prior to membership becoming effective.

Section II – Dues

All active members are required to pay dues in the amount of \$85.00 per month, on the first of each month. Dues not received by the 10th calendar day of the month will cause a member to be delinquent and not a member in good standing. At this point their membership privileges may be suspended at the direction of the President.

Section III – Rental Fees

Members in good standing and authorized to use club aircraft will pay \$100.00 per tachometer hour.

Payments will be made through the club's online (PayPal) system account as soon as practicable after a flight.

Payments for rental fees not received within 30 days from the end of the flight will cause the member to not be in good standing and membership privileges may be suspended.

Section IV – Assessments

There may be circumstances that require more funds than the club has available or has generated from New Member Fees or Dues. At such times and at the direction of the President only, a one-time assessment may be made of members to cover unanticipated or unforeseen costs.

Each assessment can only be for one specific purpose and may not be a repeating or cyclical assessment.

The President will motion during a Regularly scheduled or Special meeting for the assessment, detailing the need, the situation, and the per-member amount of the assessment.

The membership will vote to either accept or reject the motion. It will require a two-thirds (2/3) majority vote of members present, in good standing, to carry a motion to accept.

Upon acceptance it becomes a mandatory assessment on all members.

Members will be given a reasonable amount of time to pay the assessment to the Treasurer.

If a member fails to pay their assessment by the stated suspense date, they will be considered delinquent and not a member in good standing. Membership privileges may be suspended at the direction of the President.



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(Article VIII – Finance)

The fiscal year for the 51st Aero Squadron shall be 1 January, through 31 December, annually.

No member may incur or authorize expenses, or otherwise financially obligate the club except as provided in these Bylaws, and only by the properly elected official(s).

The Treasurer is authorized to expend Club funds in payment for all normal fixed and recurring costs of the club and other operating expenses, not to exceed \$500.00 per month. Amounts in excess of \$500.00 per month must receive the authorization from the President.

The Maintenance Officer can commit only those funds agreed to by a vote of the membership on repairs, upgrades, and other recurring maintenance requirements.

(Article IX – Liability)

Section I – General

The Club will carry Property Insurance on each aircraft owned by the club to the extent necessary to protect the Club's interest and property. In addition, the Club will carry certain amounts of Liability Insurance to cover the club and protect its interests.

Members are encouraged to also maintain "Aviation Renters" insurance to cover any expenses not covered by club insurance policies.

Section II – Rules

A Club Member, acting as Pilot In Command (PIC), or receiving dual instruction in club aircraft, and in which incurs an accident or incident, which in any way is associated with a violation of Federal Aviation Regulations (FAR), State or Federal Law, the Bylaws of the 51st Aero Squadron, or the Standard Operating Procedures (SOP) of the 51st Aero Squadron, shall pay the clubs insurance deductible and any amount of damages or liability over that amount not paid by the insurance in force at the time of the accident.

In accidents or incidents, which occur, and are not in violation of the aforementioned governing rules, the member will pay any costs associated with the accident over and above costs actually paid by the insurance carrier, less deductible.

(Article X – Amendment Process)

These Bylaws may be amended by a two-thirds (2/3) majority of all members in good standing, at a Regularly scheduled or Special meeting.

Recommendations for changes to the Bylaws may be submitted by any member, in good standing, no less than 90 days before a vote is taken.



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If a recommendation for change to the Bylaws is forwarded, through the Secretary, to the President, the President will form a Bylaws Revision Committee to review the proposed change; provide the findings of the committee on the validity and the impact of the change; and will recommend either acceptance or rejection and their reasoning, of the proposed change.

The Secretary will send notice to all members, notifying them of the proposed change, the findings and recommendations with reasoning's of the Bylaws Revision Committee, and the date of the scheduled vote.

At the scheduled voting meeting, the President will present the proposed change, read the Bylaw Revision Committee's findings, recommendations, and reasoning, and make a motion to consider.

Member will then discuss the issue, then a vote will be taken to either accept or reject the proposed change. Acceptance takes a two-thirds (2/3) majority of all members in good standing.

If accepted the change takes effect on 1 January of the next calendar year, and will be incorporated into a revised version of the Bylaws.

(Article XI – Miscellaneous)

Section I – Standard Operating Procedure (SOP)

The Club will have and maintain a Standard Operating Procedure (SOP) for all operational aspects of the clubs equipment, systems, and procedures, not already covered elsewhere in these Bylaws.

The Chief Pilot is responsible for maintaining the 51st Aero Squadron's Standard Operating Procedures and for ensuring that every member is provided a copy either in hard copy or electronic format.

The Chief Pilot will ensure all members are informed of and receive all updates, changes, or revisions to the club's SOP.

Section II – Flight Scheduling System

The 51st Aero Squadron uses on online scheduling program called "Flight Schedule Pro (FSP)" which is available to all members in good standing. The Chief Pilot is designated as the Administrator and each member of the Executive Leadership team is designated as Assistant Administrators, to approve new members, deactivate and suspend members, post aircraft information content, and aircraft availability status and to create and print reports.