

# **Grasshopper Flying Club**

## **By-Laws**

**October, 2020**

**ARTICLE I PURPOSE**

The purpose of this Club shall be to provide for its members an environment with aviation as a common interest and a convenient means of aircraft ownership which would not be economically possible on an individual basis

**ARTICLE II MEETINGS**

1. Meetings of the members may be held at any such time and place when the members congregate. Notification of any business meeting where business of the Club will be conducted must be made at least 24 hours in advance.
2. At any meeting of the members, a quorum shall be required to transact the business of the club. A quorum shall consist of thirty percent of the voting members in good standing. Members who have submitted their proxy to the secretary at least twenty-four hours prior to the start of the meeting shall count towards the establishment of the quorum.
3. At every meeting of the members, each member with an equity investment shall have only one vote. Members without an equity investment shall have no vote. Proxy votes in writing will be accepted as will votes cast by mail or e-mail, provided they are received by the Secretary prior to the meeting when the vote is taken.

Note: Routine business resolutions will not be announced in advance.

Proxy votes will be cast by the secretary in favor of any motion published in the two prior meeting minutes or communicated verbally or by special mailing to all club members if time does not allow prepublication in the minutes.

A majority vote of all members (in person, by writing or proxy) is necessary for the adoption of any resolution under this section.

This policy will be followed for all major expenditures as quantified in the Operating Procedures, and/or policy changes such as By-law Revisions. The Secretary will cast one vote, as directed by the Executive Committee, for each member unless that member is present to vote or the Secretary has received from that member a written vote prior to the club meeting.

4. A majority vote of the members in good standing present is necessary for the adoption of any routine resolution and the election of Club officers.
5. Parliamentary procedures will be followed, and minutes will be kept at all meetings where a quorum is present.
6. The President may, at any time, call a meeting of the Executive Committee.

**ARTICLE III CLUB OFFICE**

1. The executive office of the Club shall have a President, Vice President, Treasurer, Secretary, Aircraft Maintenance Officer, Flight Safety Officer, and Avionics Officer.
2. The Club officers shall hold office for twelve months.
3. New officers shall be elected at the annual September meeting.
4. The Club officers shall serve without compensation or reward except for the Treasurer and Maintenance Officer whose monthly assessments are deferred while holding office.
5. The Executive Committee shall consist of the current officers of the Club, and shall be responsible to discuss aviation topics, perform administrative duties, formulate Club policies, and transact club business that does not require a vote of the general membership.

**ARTICLE IV PRESIDENT**

1. The President shall normally preside at all scheduled meetings of the Club. He may call a special meeting of the members or the Executive Committee and shall have general charge of the business of the Club. The President also serves as chairman of the Executive Committee. In his absence, the Vice President shall preside.
2. The President shall be responsible for the operation of the Club.
3. The President shall recommend for the approval of the members all operational rules of the Club and shall investigate any violations of Club rules.

**ARTICLE V VICE PRESIDENT**

1. The Vice President shall assume the duties of the President in his absence.
2. The Vice President shall assume the office of President in the event of its vacancy, for the remainder of the unexpired term.
3. The Vice President shall also serve as safety officer with the following duties:
  - a. He shall take all steps necessary to ascertain the facts, conditions, and circumstances for each accident involving a Club member or any equipment belonging to the Club providing such accident resulted in damage to equipment as described in the Club operating rules, or injury to pilot or passengers as described in the club operating rules.
  - b. He shall arrive at a conclusion regarding the probable cause for said accident and make known to all parties involved in the accident his findings in the form of a written report.

**ARTICLE VI SECRETARY**

1. The Secretary shall:

- a. Keep the minutes of all proceedings for the record.
- b. Attend to the serving of notices of meetings of the Club.
- c. Keep the master copy of the By-Laws of the Club and such other records and papers that the President or Executive Committee may direct.

#### **ARTICLE VII TREASURER**

1. The Treasurer shall:
  - a. In the name of the Club, sign all checks for the expenditures authorized in the Club Operating Rules or by the Executive Committee.
  - b. Receive and deposit all funds of the Club, which shall be paid out as hereinbefore provided.
  - c. Account for all receipts, disbursements, and balance on hand.
  - d. Keep a proper and up-to-date membership list including the names, addresses, telephone numbers, and membership category of each member of the Club.
2. The Treasurer shall be responsible for the timely submission of all tax documents.
3. The Treasurer will provide a monthly report of the financial status of the Club to the membership.
4. The Treasurer shall inform the President if any members are delinquent and when such delinquency has been paid.
5. The Treasurer shall be responsible for maintaining an up-to-date roster of pilots required by the insurance company, and ensuring that losses are properly and promptly reported to that company.
6. The Treasurer shall be responsible for the renewal of all required documents such as radio station licenses and registrations.

#### **ARTICLE VIII AIRCRAFT MAINTENANCE OFFICER**

1. The Aircraft Maintenance Officer shall be responsible for maintaining current information in the aircraft logbooks.
2. The Aircraft Maintenance Officer shall be responsible for maintaining the Club aircraft in proper operating condition by a or under the supervision of a properly certified aircraft and power plant mechanic, and for obtaining all inspections, major overhauls, and for compliance with all service bulletins and airworthiness directives (AD's) for the Club aircraft.
3. The Aircraft Maintenance Officer shall be responsible for the execution of all papers required upon the completion of inspections and major repairs.

#### **ARTICLE IX AVIONICS OFFICER**

1. The Avionics Officer shall be responsible to assist the Maintenance Officer with radio

- and instrument related problems.
2. The Avionics Officer will be a member of the Executive Committee.

### **ARTICLE X VACANCIES**

1. If an office becomes vacant for any reason, the Club members shall elect a successor from the membership. The successor shall hold office for the remainder of the unexpired term.

### **ARTICLE XI HEARINGS**

1. The President, upon receipt of the findings of the Safety Officer, shall offer to all parties involved in an accident the opportunity of a hearing. After the hearing, or if notice of the hearing is waived by all parties involved in the accident, the Club shall decide the financial assessment and any flight privilege limitations. The decision of the Club shall be final. The limit of the financial assessment due to an accident shall be the member's equity investment.
2. The Club shall not impose a financial assessment on any one member in excess of the deductible amount of coverage on the equipment involved.
3. All financial assessments imposed by the Club on any member shall be satisfied within thirty days of written notice. Otherwise, all unsatisfied moneys may be deducted from his/her equity investment, the remainder of which shall be returned to the member with a cancellation of membership in the Club. The refund shall follow the normal refund policies (within one year of cancellation of membership). If a member is unable to satisfy these penalties due to hardship or other personal reasons, such as absence from the area, it is the member's responsibility to inform the Treasurer, who will inform the Executive Committee for resolution.

### **ARTICLE XII MEMBERSHIP**

1. New members will be admitted to the Club only after being approved by a 75% vote of the members present at a scheduled meeting. The maximum number of active members in the Club shall be controlled by the Operating Procedures. There shall be no fixed limit to the number of associate members, but if they should cause an increase in insurance rates, they would equally share in that additional expense.
2. The number of members in each membership category may be limited at the discretion of the Executive Committee.
3. Upon receipt of the equity investment, the Club shall issue to each member a membership identification card.
4. A member may withdraw from the Club upon written notification to the Secretary thirty days in advance of said withdrawal. A refund of the member's equity investment, less any moneys owed, shall be tendered within one year from the effective date of the

resignation.

5. Any member may be expelled by a 75% vote of the members voting at any regular or special meeting. Ten days notice shall be given each member who shall have the right to be heard in person or by counsel at a meeting of the Club called for this purpose. A member so expelled shall receive from the Club a sum equal to his equity investment, less any moneys owed to the club, based on the normal refund policy.
6. In the event of a member's death, his/her equity investment, less any moneys owed to the club, shall be paid to that member's estate.
7. The categories of membership are pilot member, associate member, contributing member, and inactive member.

### **ARTICLE XIII MEMBER PAYMENTS**

#### Pilot Member

1. Equity investment: A person duly elected to the club as provided for in the By-laws shall be deemed a member upon payment of an equity investment to the Treasurer.
2. Fixed Expenses: Monthly, each member shall be assessed a proportionate share of the estimated fixed expenses, said assessment to be payable on the fifteenth day of each month. A reserve for painting and annual inspection expenses shall be included in fixed expenses.
3. Hourly Aircraft Expenses: Members will be billed each month for their accumulated hours for the previous month at a rate computed to be the variable hourly cost of operating each aircraft used. A reserve for engine overhaul shall be included in the calculation of hourly cost. This hourly rate may be adjusted at the discretion of the Executive Committee.
4. All member assessments are intended to reimburse the Club for actual expenses incurred and not to make a profit.

#### Associate Member

1. Associate members are dependents, children, spouses, and/or parents of Pilot members residing at the same address.
2. Equity investment: None
3. Fixed Expenses: None (except for any share of excess insurance cost)
4. Hourly Aircraft Expenses: Same as member on which associate membership is based.
5. An Associate Member may not hold office.
6. An Associate Member's financial liability in the event of an accident is limited to that of his/her family member's responsibility.
7. Associate members will be terminated if the associate member has not flown a club aircraft in the past year. The associate membership class terminates on 30 September, 2022, at which point this section ("Associate Membership") is inactive and may be deleted.

Contributing Member

1. The Contributing Member provides a professional service to the Club in exchange for special financial consideration. The professional skills offered would generally be acquired through formal training such as college, technical schools, or advanced flight training. The professional skill must benefit the Club.
2. The decision to grant Contributing Member status will be made by the Club Executive Committee. The Contributing Member status will be reviewed yearly at the October Executive Committee meeting.
3. The Executive Committee will determine the terms of any financial consideration offered by the Club. This financial arrangement may involve a reduced equity investment, reduced fixed monthly assessment, and/or reduced hourly rates, etc.
4. The Treasurer shall keep a record of any special financial arrangement offered by the Executive Committee on behalf of the Club.

Inactive Member

1. Upon written request, the Executive Committee may grant inactive status for a minimum of six months for a member who is not currently on flying status but would like to remain on the Club roster. The inactive member will not be allowed to fly Club aircraft and will be removed from the insurance coverage until active membership status is restored.
2. Equity Investment: Same as pilot member.
3. Fixed Expenses: Does not pay monthly assessments.
4. Hourly Aircraft Expenses: None (not on flying status)
5. The inactive member will be restored to active status, upon written request to the Executive Committee, at the first available membership opening, provided the member requesting active status has a current medical certificate and meets all applicable Federal Aviation Regulations (FAR's). A check ride by a Club CFI will be required.
6. Restoration to active status is dependent on the requirements set forth in Article XII, Sec. 1 of these by-laws.
7. An inactive member may not hold Club office.

Miscellaneous

1. There shall be no minimum daily rate for an aircraft scheduled to be away from the home airport.
2. Delinquency:
  - a. Any member who has failed to pay monthly assessments, aircraft rate charges, or any other sum due the Club within 15 days after said sum shall be due shall be considered delinquent.
  - b. After an additional 30 days, the member may be subject to disciplinary action.
  - c. The Executive Committee will waive the penalty upon receipt of a good cause by

the member.

d. The penalties to be assessed are as follows:

- 1) A 10% charge on any unpaid past due balance, unless payment is received within 30 days.
- 2) After 60 days, the member's flight privileges shall be suspended.
- 3) After 90 days of delinquency, the member shall be expelled from the Club.

3. No member shall be delinquent in excess of fifty percent of his/her equity investment in the Club. This rule may be waived by the Executive Committee on a case by case basis.

#### **ARTICLE XIV CLUB FINANCES**

1. No member may authorize expenditures or otherwise incur financial obligations in the name of the Club except as expressly provided for in these by-laws or other regulations duly promulgated by the Club membership or Executive Committee.
2. The Treasurer is authorized to expend Club funds in payment for normal fixed costs and all operating costs of the Club. The Treasurer must obtain the approval of the Club membership or concurrence of the Executive Committee for expenditures in excess of the amount defined in the Club Operating Procedures.
3. The Maintenance Officer may authorize work on the Club aircraft in an amount up to the amount defined in the Club Operating Procedures without seeking the approval of the Club. The Maintenance Officer must consult with the Treasurer before authorizing any work to determine whether there are sufficient funds in the treasury.
4. Individual members will be reimbursed for any personal expenditures not to exceed the amount defined in the Club Operating Procedures when such expenditures are for Club aircraft repairs necessary to safely complete a trip back to Dutchess County Airport.
5. No member will obligate the Club to any unusual purchase, repair, service, or in any manner in an amount greater than the amount defined in the Club Operating Procedures without the approval of the Club membership or the Executive Committee.

#### **ARTICLE XV RESERVES**

1. Any reserve remaining after all operating costs and other expenses have been paid shall remain in the Club treasury for the purchase of new equipment, for engine overhaul, for contingencies, or for the purpose of reducing the hourly rates for flying as shall be determined by the Club Executive Committee.

#### **ARTICLE XVI DISBANDMENT**

1. In the event the Club should disband, all assets will be sold and the proceeds will be used to pay off any Club debt. After all Club debts are paid, the Treasurer will distribute the remaining funds, if any, to all members having an equity investment, in an amount equal to that investment. If there are still funds remaining or if there were insufficient funds to

pay all members with equity investments, the remaining funds will be distributed as directed by the Executive Committee.

#### **ARTICLE XVII AMENDMENTS**

1. These By-laws may be repealed, amended, or new By-laws adopted at any meeting of the members called for that purpose, by at least fifty one percent of the voting members in good standing.

#### **ARTICLE XVIII FLIGHT RULES**

1. All members of the Club shall comply with all Federal Aviation Regulations (FAR's), state, airport, and Club Operating Procedures while operating Club aircraft.
2. A violation of any of the above mentioned rules by a member renders him/her liable to a flight suspension. Reported violations shall result in an investigation by the Executive Committee and a recommendation to be voted on by the Club, per Article II Section 3. A vote shall be necessary for expulsion.
3. A list of Club CFI's for the purpose of sign-offs will be maintained in the Club Operating Procedures.
4. All aircraft problems must be reported to the Maintenance Officer. Any problems considered serious enough to ground an aircraft must be reported to the Maintenance Officer as soon as practical. It is the responsibility of the pilot encountering the problems to make an entry in the aircraft's discrepancy log sheet and to clearly indicate, in a conspicuous place, that the aircraft is grounded, if the condition warrants it.

**Document History**

| <b>Date</b>             | <b>Version</b> | <b>Description of Change</b>  |
|-------------------------|----------------|---|
| <b>May, 1995</b>        | 1.0            | <ul style="list-style-type: none"> <li>○ Original version</li> </ul>  |
| <b>9 May, 2018</b>      | 1.1            | <ul style="list-style-type: none"> <li>○ Punctuation corrections to errors introduced in the conversion from Lotus Word Pro to Microsoft Word.</li> <li>○ Incorporation of the by-law's changes approved at our 9 May, 2018 general membership meeting: <ul style="list-style-type: none"> <li>○ Article II ("Meetings"), Section 3 (changes in <b>bold</b>): "At every meeting of the members, each member with <b>an equity investment</b> shall have only one vote. <b>Members without an equity investment shall have no vote.</b> Proxy votes in writing will be accepted as will votes cast by mail <b>or e-mail</b>, provided they are received by the secretary prior to the meeting when the vote is taken."</li> <li>○ Article II ("Meetings"), Section 2 (changes in bold): "At any meeting of the members, a quorum shall be required to transact the business of the club. A quorum shall consist of thirty percent of the voting members in good standing. <b>Members who have submitted their proxy to the secretary at least twenty-four hours prior to the start of the meeting shall count towards the establishment of the quorum.</b>"</li> </ul> </li> </ul> |
| <b>14 October, 2020</b> | 1.2            | <p>As approved at the 14 October, 2020 general membership meeting:</p> <ul style="list-style-type: none"> <li>• Consolidate the "student pilot" class of membership into the "Pilot Member" membership class</li> <li>• Phasing out of the "Associate Membership" category</li> </ul> <p>The changes made were:</p> <ul style="list-style-type: none"> <li>• Modification of Article XII ("Membership"), paragraph seven to remove the words "student pilot member".</li> <li>• Modification of Article XIII ("Member Payments") <ul style="list-style-type: none"> <li>○ Eliminating of the words "Student Pilot and" from the "Student Pilot and Pilot Member" section title.</li> <li>○ Deletion of the statement "Student Pilot Members will pay one dollar per hour above the pilot member cost".</li> <li>○ In the section titled "Inactive Member", deletion of the words "student pilot member" from the statement "Equity Investment" Same as student pilot member or</li> </ul> </li> </ul>   |

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|----------------|--|---|
|                |  | <p>pilot member".</p> <ul style="list-style-type: none"> <li>• Modification of Article XIII ("Member Payments")             <ul style="list-style-type: none"> <li>○ Addition of this paragraph as paragraph 7:<br/>                 "Associate members will be terminated if the associate member has not flown a club aircraft in the past year. The associate membership class terminates on 30 September, 2022, at which point this section ("Associate Membership") is inactive and may be deleted.</li> </ul> </li> </ul> |
| <b>**End**</b> |  | <b>**End**</b>  |