

CLEMSON FLYING CLUB

365 Airport Rd. Seneca, SC. 29678

CONSTITUTION AND BY-LAWS

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the CLEMSON FLYING CLUB, hereafter referred to as the “Club”. This is a registered Non-profit 501(c)3 in the State of South Carolina.

Section 2. The purpose of the Club is to promote aviation in the community while providing opportunities for the Club's members to enhance their flying skills by making aircraft available for their personal use and enjoyment, at a reasonable cost.

Section 3. Limitations:

The Club shall not carry out any activity prohibited under section 501 {c} (3) or 170 {c} (2) of the Internal Revenue Service Code of 1954 or the corresponding provisions of any future IRS law. No part of net earnings shall ensure to the benefit of its members or other private persons, except to pay reasonable compensation for services rendered in the furtherance of the purposes. No substantial part of activities shall be propagandizing or otherwise attempting to influence legislation, nor shall the Flying Club participate or intervene in any political campaign on behalf of any candidate for public office.

Section 4. Fiscal Year:

The Club's fiscal year shall be between January 1st and December 31st

ARTICLE II: MEMBERSHIP

Section 1. Membership:

Part 1 - Eligibility for Membership:

Membership in the Club is a voluntary privilege. The number of members in the Club is set by the Executive Committee. All potential member applicants shall provide a completed membership application to the Club Executive Committee for consideration and shall provide such other documents as requested consistent with the individual's airmen certificate, as well as pay an application fee and equity buy-in, if applicable. An applicant shall be granted membership upon the consent of at least 3 members of the Executive Committee. Member classification is specified as Full, Social, and Legacy.

Part 2 - Privileges of Members:

A Full member of the Club shall have one full vote in business meetings of the Club; shall be eligible to attend ground schools sponsored by the Club; shall be permitted to use instructional materials owned by the Club, and shall be permitted to use aircraft owned by the Club for purposes stated in Article 1, Section 2. A Full member may change their membership status to either Social or Legacy by notifying the President of the Club.

A Social member of the Club is a non-flying member of the Club. This membership is available to Full members who no longer wish to use the club airplanes, to those who are not interested in pursuing a Private Pilot Certificate, and to those whose interest lies primarily in the social aspects of the Club. Social members shall not have voting rights in business meetings of the Club; they shall be eligible to attend all events sponsored by the Club; shall be permitted to use instructional materials owned by the Club, and shall NOT be permitted to use club aircraft. A Social member may change their membership status to Legacy by notifying the President of the Club. A Social member interested in becoming a Full Member must submit an application as described in Part 1. of this section.

A Legacy member was previously a Full or Social member who had either requested Legacy status through notification of the Club President or who had allowed their membership to lapse. They may at any time reapply for membership as described in Part 1. of this section and meet any financial obligations necessary.

Part 3 - Club Membership Meetings:

Membership Meetings are scheduled at intervals deemed necessary by the Executive Committee. Meeting dates and times shall be communicated to active Club members at least 7 days prior to the meeting date. A quorum at any Membership Meeting shall be the number of Full Members present.

Member attendance at Membership Meetings is voluntary. However, members in good standing are encouraged to attend all meetings, must attend at least one Safety Meeting a year, and take an active role in the Club. All members, whether attending or not are bound by the decisions made at the Club Membership meetings.

Part 4 - Maintaining Membership:

To maintain a membership status in the Clemson Flying Club a member must:

- a) Meet all financial obligations to the Clemson Flying Club including payment upon completion of every flight.
- b) Pay dues on time

- c) Stay in accordance with the Federal Aviation Regulations during operation of aircraft owned by the Club.
- d) Sign a notarized release of liability (kept on file by the Secretary) each year.
- e) Attend at least one Safety Meeting per year.

Part 5 - Suspension or Termination of Membership Status:

The membership status of any individual will be automatically suspended, unless extended by the Executive Committee, if he or she fails to meet his or her financial obligations to the Club on or before the fifteenth of the calendar month following the calendar month during which the obligations were incurred. Should the suspended member fail to meet his or her financial obligations within the month in which the suspension occurred, the membership of the individual will be automatically terminated. If a member of the Club fails to meet any other obligations described in Part 5 of this section, the executive committee may elect to either suspend or terminate the individual's membership status. If a member of the Club fails to abide by the operational rules that member may be subject to suspension or termination at the discretion of the Executive Committee. Suspension or termination of membership status means that the member loses all privileges described in Part 2 of this section. Termination of membership status means that the individual forfeits his or her entitlement to refund of any equity buy-in, if applicable.

Section 2. Fees:

Membership fees are used to maintain the daily operations of our Club, Clubhouse and provide funds for our club social events.

- a) Any member whose dues are not paid in full after 15 days shall pay a late fee as published annually by the Executive Committee.
- b) Members are required to use Credit Cards after enrolling in the Club Flight Management System used for scheduling and billing.
- c) Any member who fails to pay for flight hours within 24 hours shall pay a late fee as published annually by the Executive Committee.

ARTICLE III. OFFICERS AND THEIR DUTIES

Section 1. Number and term of officers:

- a. There shall be six (6) officers: President, Vice-President, Secretary, Finance Director, Maintenance Coordinator, and Safety Officer. These officers will constitute the Executive Committee.
- b. Duration of elected office shall be one year, with elections being held by the fourth quarter meeting of the year for the new officers.
- c. The officers of Clemson Flying Club shall appoint officers to fill any vacancies that arise due to temporary absence of elected officers.

Section 2. All Officers & Directors shall have liability coverage under a Non-Profit Organization Director and Officer Liability Coverage provided by the Clemson Flying Club.

Section 3. Duties of officers:

a. It shall be the duty of the President to:

1. Preside at meetings of the organization.
2. Act as Chief Executive of the Executive Committee.
3. Act as the designated Club Representative for all public affairs.
4. Be responsible for preparing the agenda for both Executive Committee and general Club meetings.
5. Notify members of Club meetings.
6. Form ad-hoc committees as necessary to conduct the business of the Club.

b. It shall be the duty of the Vice-President to:

1. Act as Chief Executive in the absence of the President
2. In the event of a vacancy in the office of the President, he or she shall temporarily assume the office and call a special election to fill the vacancy within three weeks of the date of the vacancy.
3. Review Aircraft hand-written logs and Flight Managers System logs for consistency.
4. Reserve a venue for all executive and club meetings.

c. It shall be the duty of the Secretary to:

1. Keep all records and minutes of the organization.
2. Carry out the correspondence of the organization.
3. Oversee the Club's Website and Website Development.
4. Form a Committee to obtain and keep current all Historical Records of past events and past membership.
5. Keep current records (applications, medicals, licenses & certificates) for all club members.

d. It shall be the duty of the Maintenance Coordinator:

1. Oversee the general maintenance of the Club-owned aircraft working with a licensed FAA mechanic.
2. Develop and promote the use of standardized Club maintenance procedures while adhering to regulations, manufacturer guidelines, and industry best-practices. Work with a FAA licensed mechanic and executive board on timely maintenance scheduling.
3. Report to the Executive Committee any impending maintenance items which will involve large expenditures such as engine overhauls, annual inspections, etc.
4. Report and update any and all maintenance issues through the Club Flight Management System.

g. It shall be the duty of the Finance Director to:

1. Receive money and deposit promptly.
2. Disburse money on authority of the organization
3. Keep financial records of the organization.
4. Make financial reports to the officers and members monthly, and annual report at January meeting.
5. Maintains necessary member information in the Club Flight Management System.
6. Oversee the preparation of a yearly budget.

i. It shall be the duty of the Safety Officer to:

1. Appoint an Assistant Chief Flight Instructor to share in duties and responsibilities..
4. Periodically fly with Club Instructors to standardize instructing techniques and procedures.
3. Advise and assist Club Instructors with any problems they may encounter in instructing Club members.
4. Notify the Executive Committee of any problems involving activities of any Club Members of which he may be aware.
5. Assign all club "check-outs" for pilots joining the club.
6. Report to the Executive Committee any known abuses of the Club aircraft or any negligence on the part of any member.
7. Conduct meetings on aircraft safety, club regulations and operating procedures.
8. Host or make available standardized safety training as required.

ARTICLE IV. EXECUTIVE COMMITTEE

Section 1. The President of the organization shall be the President of the Executive Committee.

Section 2. The members of the Executive Committee shall be the President, Vice-President , Secretary, Finance Director, Maintenance Coordinator, and Safety Officer.

Section 3. Duties and Powers:

1. The Executive Committee shall be a planning, operations and policy-making body.
2. Approve the budget prepared by the Finance Director for all expenditures.
3. Set dues and rates with the advice and consent of the members of the organization.
4. Establish flight and operating rules with the advice and consent of the members of the organization.
5. Administer suspensions and assign fines for infractions of any and all rules.
6. Manage the day-to-day operational details of the Club.
7. Buy and sell Club property with the advice and consent of the members of the organization.

events.

ARTICLE V. ELECTIONS

Section 1. Elections shall be held in December, by open ballot unless otherwise decided by the members at the time of the election. The Executive Committee shall operate as a nominating Committee.

Section 2. Nominations will be accepted from the floor.

Section 3. Officers must be elected by a majority (>50%) of the Full members.

Section 4. If the required number of members is not present at the election meeting, ballots will be distributed to the Full members not attending the election meeting and those distributed ballots must be submitted no later than 7 days following the election meeting. If necessity, the majority required for approval will be adjusted for ballots not received within the 7 days following the meeting. Election results of these combined ballots shall be final and communicated before the next regularly scheduled meeting of the Club membership.

Section 5. Vacancies due to resignations shall be filled by special elections called by the President, or in case of a vacancy in the office of President by the Vice-President.

ARTICLE VI. MEETINGS

Section 1. Meetings shall be held as specified in the Bylaws.

Section 2. Meetings shall be conducted by Roberts' Rules of Order, Revised.

Section 3. Members shall be informed, by notice, of the time and date of each meeting at least 7 days in advance.

ARTICLE VII. CLEMSON FLYING CLUB HANDBOOK

Section 1. All pilots members shall abide by the handbook.

ARTICLE IX. AMENDMENTS

Section 1. Amendments to the constitution must be submitted in writing to the Executive Committee.

Section 2. The presiding officer shall present proposed amendments at the next two consecutive meetings.

Section 3. For adoption, proposed amendments must be approved by a quorum of the active Full Members.

ARTICLE X. DUES AND FLIGHT FEES

Section 1. Dues and flight fees shall be determined annually by the Executive Committee with recommendations coming from the Finance Director.

Section 2. Dues shall be payable at the times directed by the Executive Committee.

ARTICLE XI. ADOPTION

Section 1. This constitution is adopted when approved by a majority (>50%) of the Full Members.
