

COLORADO PILOTS ASSOCIATION BYLAWS

Revised November 2020

Article 1 - Organization

Section 1. Name

The name of this organization shall be COLORADO PILOTS ASSOCIATION, INC. (hereafter referred to as the Association). The Association is incorporated in and under the laws of the State of Colorado as a Colorado nonprofit corporation.

Section 2. Headquarters

The Association shall be headquartered in the state of Colorado at an address selected by the Board of Directors.

Article 2 - Purpose

The purposes of the Association are:

1. To encourage safety in general aviation.
2. To promote the growth of general aviation in Colorado.
3. To assist federal, state, and local governments on general aviation matters.
4. To guard and protect the rights of pilots.

Article 3 - Membership

Section 1. Member Types

Types of membership shall be individual, corporate, and life memberships.

A. **Individual Membership:** Any individual shall be entitled to all rights and voting privileges of the Association upon payment of the prescribed annual dues.

B. **Corporate Membership:** Any individual seeking membership in the Association on behalf and for a business corporation is entitled to all the rights and voting privileges of the Association for one (1) year upon payment of the prescribed annual dues. However, the corporation so represented shall be entitled to only one vote.

C. **Life Membership:** Any members who have passed the age of 90 years will be granted life membership and are entitled to all rights and privileges of membership but are no longer subject to annual dues payment. It is the member's responsibility to notify the Membership committee chairperson prior to the calendar year when the member will become 90 years old or older.

Section 2. Qualifications for Admittance

Any individual may become a member of the Association upon full payment of the prescribed dues and agreement to be subject to the specified requirements as set forth in the Bylaws. No

individual shall be denied membership in the Association based on sex, race, religion, sexual orientation, or gender identity.

Section 3. Dues

A. Annual dues shall be established by the Board of Directors and will be payable to the Colorado Pilots Association.

B. Any member (except life members) who does not pay dues when due shall lose all privileges in the Association.

C. A member who has been dropped for nonpayment of dues may reinstate membership by payment of dues.

Article 4 - The Board of Directors

Section 1. Members

The board shall consist of the elected officers and the appointed committee heads. All board members must be in good standing with the Association.

Section 2. Function

The Board of Directors shall conduct the business of the organization.

Section 3. Meetings

The Board of Directors shall meet once each month at a regular time to conduct the business of the organization.

Section 4. Quorum

A quorum for conducting the business of the Board of Directors shall be not less than one-fourth (1/4) of the members of the board.

Section 5. Financial

Each outgoing board must leave in the treasury a sum at least equal to the unpaid bills of obligations for which the administration is responsible.

Article 5 - Officers

Section 1. Elected Officers

There shall be the following elected officers:

A. President

B. Vice-president

C. Recorder

D. Treasurer

Section 2. Removal from Office

An elected officer who does not comply with assigned responsibilities may be relieved of office by majority vote of the Board of Directors. Appointment of a replacement shall be made by the president with the approval of the Board of Directors.

Section 3. Committee Heads

The heads of committees shall be as appointed by the president immediately after the president is elected and as needed, after approval by the Board of Directors.

Article 6 - Elections

Section 1. Nominations

The Board of Directors is responsible for finding and nominating candidates for elected offices before the annual meeting. Any member of the Association may also make nomination recommendations to the Board.

Nominations from the general membership of the Association shall be accepted for any officer position and be entered into the ballot providing not less than twenty-five (25) members sign a petition of nomination. **A letter of acceptance of nomination from the nominee must accompany the petition.** All nomination petitions must be presented to the Board of Directors three (3) months before the Annual Meeting.

Ballots shall be sent to all members by e-mail 14 days before the Annual Meeting. Regular mail will only be used for members with no e-mail address on file. Ballots must be returned to the Association prior to the Annual Meeting to be valid and counted. Elections results are announced at the Annual Meeting.

Section 2. Elections Committee and Format of Elections

An Elections Committee of three members shall be appointed by the president to validate the elections. Elections shall be by mailed or e-mailed ballot. Each member has one vote.

Section 3. Terms of Office

Officers shall be elected for a term of one year to serve from the time of election until the election of the succeeding officers.

The president of the Association may not serve more than three consecutive terms.

Article 7 - Duties of Officers

Section 1. President

The president shall:

- A. preside at all meetings of the Board of Directors and general meetings of the Association, and at any special meetings. If the president is unable to attend a meeting, then the vice-president or other designee shall preside.
- B. in consultation with the elected members of the board, present the recommended committee heads to the elected board members for official approval at the first board meeting.
- C. make interim appointments to fill vacancies on the Board of Directors as needed with the approval of the Board of Directors.
- D. have authority to delegate signing of contracts.
- E. serve as an ex-officio member of all committees.
- F. arrange for a financial review of the Association's funds to be completed within thirty (30) days from the start of the new fiscal year (November 1st).
- G. call a special meeting when it is necessary.

Section 2. Vice-president

The vice-president or other designee shall perform the duties of an absent president and perform such duties as are assigned by the president.

Section 3. Recorder

The recorder or other designee shall record the minutes of all proceedings of the board and membership meetings.

Section 4. Treasurer

The treasurer shall:

- A. have charge of all the funds of the organization and disburse funds as necessary and appropriate.
- B. make a monthly financial report to the Board of Directors and an annual financial report to the membership at the Annual Membership Meeting.
- C. file any and all official corporate documents.
- D. be insured at the expense of the association effective within thirty (30) days of being elected.
- E. keep restricted funds of the organization in separate accounts.
- F. prepare an annual budget.

Article 8 - Committees

Section 1. Existing Committees

The committees of the Association shall be as follows but not necessarily limited to:

- A. Airspace
- B. Backcountry/Recreational airstrips
- C. Education
- D. Fly-In Events
- E. Flight Safety
- F. Legislative Affairs
- G. Membership Services
- H. Mountain Flying Course
- I. Newsletter
- J. Website

Section 2. Adding Committees

The Board of Directors may delete and/or add committees as needed to fulfill the requirements of the Association.

Section 3. Committee Chairs

The Chairperson of each of the committees will be a member of the Board of Directors.

Section 4. Liaisons

The president, with approval of the Board of Directors, may invite other aviation organizations to regularly send one of their members to the Association's meetings as a liaison.

Article 9 - Meetings

Section 1. Board of Directors

There shall be a regularly scheduled monthly meeting of the Board of Directors.

Section 2. Annual Meeting

There shall be an Annual Meeting of the membership during the month of November. The date of the meeting shall be set by the president with approval of the Board of Directors. The membership shall be notified of the Annual Meeting thirty (30 days) in advance of the meeting date. A member of the Board of Directors may call for a vote from the members present at the Annual Meeting to approve the committee reports presented by the respective committee chairs. The vote may be called for and made after all committee reports have been presented.

Section 3. Special Meetings

Special meetings may be called by the president, a majority of the members of the Board of Directors, or by twenty-five (25) members of the Association presenting a written request to the president. This written request must be signed by twenty-five (25) or more members of the Association.

Section 4. Order

Robert's Rules of Order, Newly Revised, shall govern all meetings of the Association when they are not inconsistent with the Bylaws.

Article 10 - Suspension of Membership

A member may be suspended from membership in the Association by a majority vote of the Board of Directors after said member shall have been sent written notice of reason for proposed suspension and notice of the time, date, and place of a Board Meeting at which the member may respond to the proposed suspension, examine witnesses supporting suspension, and produce witnesses on the member's behalf. Notice shall be sent to the member and the Board of Directors at least thirty (30) days prior to the meeting.

Article 11 - Amendments

Section 1. Amendments

These bylaws may be amended or revised by an e-mail vote of the membership provided the proposed action has been approved by the Board of Directors.

Section 2. Notice of Amendments

A copy of the proposed amendments and an appropriate ballot shall be e-mailed to each member in good standing of the Association, with 30 days allowed for voting. A majority affirmative vote of the ballots received prior to 30-day deadline is required for adoption.

Article 12 - Affiliation

The Colorado Pilots Association may affiliate with aviation organizations of comparable standing and purpose, provided that such affiliation has been approved by the Board of Directors.

Article 13 - Dissolution

Should the organization be dissolved by a vote of the members at an Annual Meeting, all material possessions of the organization must be sold and the monies obtained from the sale and other assets shall be donated to another aviation organization of similar purpose chosen by the board of directors.