



8484 Cessna Drive, Peyton Colorado 80831

## By Laws

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### I. Name

1. The name of the organization/group shall be Colorado Rotorcraft Association (CRA).

### II. Board of Directors

1. The Board of Directors shall serve without compensation and consist of three members.
2. Eligibility criteria: Must be Colorado residents over the age of 21. Must have Logged time as a Rotorcraft pilot.
3. Board members shall serve two year terms.
4. Vacancies shall be filled by the Board.
5. Board members with three consecutive absences may be dismissed from the Board by a vote of greater than 50% of the board.
6. The board by majority vote may enact Rules and Regulations for the governance of the association which shall become effective upon publication on the Chapter 38 website at [www.PRA38.org](http://www.PRA38.org).

### III. Officers

1. The officers of the board shall consist of a Chair/ President elected by the members, and a Vice President, Secretary, and Treasurer nominated and elected by the Board. Board members may hold more than one position, but the Secretary and President shall be held by different members.
2. Elected officers will serve a term of two years.
3. Duties of the officers:

**President:** The President is the designated chairman and will preside at regular and special meetings. He will be responsible for all planned activities of the group. The President will plan and supervise, either personally or through delegation of authority, all activities necessary for the advancement and welfare of the Chapter and its members. He will represent the Chapter and coordinate matters with the P.R.A. Headquarters and other organizations. The president will maintain liaison with the P.R.A. Headquarters. He will delegate authority as necessary to achieve orderly function of Chapter operations.

**Vice President:** The Vice-President will assist the President in all ways possible. He will preside in the absence of the President and will keep himself informed on all matters and activities pertinent to the group's best interests.

#### **Secretary-Treasurer:**

(A) The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all. The secretary will maintain an up to date membership roster.

(B) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed. The treasurer will submit financial records and make financial records available to any member. The treasurer will handle all financial matters.

### IV. Committees

1. The Board may approve and authorize standing and ad hoc committees as needed. The president shall appoint the members of the authorized committees.
2. A Safety Committee of at least the three experienced members shall be appointed. Duties will be to assist new members in any way possible to assure a high level of safety in both the construction and flying of rotorcraft. Collectively they will have the final say on all safety matters at any outing or fly-in under Chapter jurisdiction.

## **V. Meetings**

1. Regular board meetings shall be held on at least an annual basis and may be held electronically at the discretion of the board. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
2. Regular General Membership meetings shall be held on at least an annual basis and may be held electronically at the discretion of the board.
3. Agendas shall be provided on the CRA website and/or by e-mail to each member, at least 24 hours in advance of the meeting.

## **VI. Voting**

1. A majority of board members constitutes a quorum for a board meeting. At least 3 members shall constitute a quorum for a membership meeting. Members may be present in person, via teleconference or internet, or by written proxy to another member.
2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
3. Passage of a motion requires a simple majority (ie., one more than half the members present).

## **VII. Conflict of Interest**

- 1) Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from voting on said item. Said member may be heard as any member may be at the meeting chairman's discretion.

## **VIII. Fiscal Policies**

1. The fiscal year of the board shall be the calendar year beginning Jan. 1, 2011.
2. Dues may be set by the directors. Unless or until dues are collected, no bank account will be maintained. In the absence of dues, all items necessary for the operation of the club will be provided on a voluntary basis by its members.

## **IX. Amendments**

1. These by-laws may be amended by a unanimous vote of the Board , or by a two thirds vote of the membership present at a general membership meeting, provided a quorum is present and provided a copy of the proposed amendment(s) are provided to each person eligible to vote at each respective meeting at least one week prior to said meeting.

## **X. Purpose, Support of other Associations, and Disclaimers**

1. The purpose of the Colorado RotorCraft Association (CRA) is to promote the enjoyment of sport RotorCraft within the Rocky Mountain Region, and to encourage members and guests to safely fly and display their aircraft.
2. CRA shall seek to associate with the Popular Rotorcraft Association, and with other aviation groups, at the discretion of the directors.
3. The final responsibility for safety remains with the aircraft owner and pilot. CRA is a social association only. The opinion of speakers or contributors to association meetings, or publications is that of the author and is not necessarily that of the CRA or its members.
4. Minutes are official when published on the club website at [www.PRA38.org](http://www.PRA38.org) and/or when published by the Utah RotorCraft Association in their Western RotorCraft newsletter.

## **XI. Member Meetings**

A general membership meeting shall be held at least every two years beginning with the inaugural meeting on December 11, 2010. Each member in good standing shall cast one vote for each position open for election.

Adopted this 11th Day of December 2010.

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**Secretary/CRA**