

Willamette Aerostat Society Bylaws

Bylaws of the Willamette Aerostat Society, Original Adoption Sept 8, 1998.

Changes read and adopted on April 28, 2012

Changes as adopted on February 17, 2018

Changes as adopted on April 27, 2024

Purpose

Name: Willamette Aerostat Society, hereinafter referred to as W.A.S.

The purpose for which the Association was formed are those set forth in its articles of incorporation, as the same may be amended from time to time to wit:

Article I

1.1 Purpose

- a) To promote public interest and generate enthusiasm in the sport of **Hot Air Ballooning**.
- b) To better the communication and fellowship of all balloon pilots and enthusiasts
- c) To promote safety in all aspects of ballooning.
- d) To conduct periodic meetings, gatherings or events in a central location as to reach the majority of the membership.
- e) To establish a rapport with, and release accurate information to the non-ballooning community.
- f) To promote the sport of Hot Air Ballooning to the communities at large in a positive and proactive manner.
- g) To produce a periodic newsletter called **The AeroStats** to keep all members informed of W.A.S. business.
- h) To do everything possible, necessary, suitable and proper for the attainment of any of the Purposes above. The Association shall not be conducted or operated for profit and no part of any net earnings of the Association shall inure to the benefit of any director, officer or individual. Nor will the assets of the Association be used other than for the stated purpose of the Association. Finance of the budget shall be made possible through paid memberships, training seminars, event charges, sale of promotional items, sponsorship solicitations or any other revenue gathering event.

1.2. The Association shall not participate in any activities that violate the provisions of the Not for Profit Tax Exempt Status, as listed in the Federal Tax Codes 501(c)(7), 170(c)(2) of the Internal Revenue Code 1954, or the corresponding provisions of any future United States Internal Revenue Law Per Federal Tax Code 501(c), if W.A.S. is dissolved in the future, all monies in the treasury after all obligations are paid will be donated to another NOT FOR PROFIT TAX EXEMPT club for the promotion of ballooning.

Article II

Membership

Section A: Eligibility for Membership and Procedure

Any person so desiring shall be considered for membership. No person shall be denied membership based upon sex, age, religion, or national origin. Persons who seek membership in W.A.S. must submit an application and appropriate dues to the Executive Committee for approval.

Section B: Classification of Members

Members shall be classified as:

- a) Single memberships
- b) Family memberships
- c) Honorary Memberships
- d) Charter Memberships Single or Family
- e) Out of area non-voting member

Section C: Definition and Eligibility of Membership Classifications

Single members

Single membership may be accorded to individuals who have an interest in Hot Air Ballooning and shall have one vote.

Family members

Family membership may be accorded to individuals within a single residence who meet the eligibility requirements of single members. Up to three of these members shall have one vote each.

Charter members

Charter members are those members that are part of the original formation of the club, during the first 30 days, from Sept. 8, to Oct 8th, 1998. Shall have one vote each. See separate attached sheet(s) of charter members. This membership is no longer included on membership applications or renewals.

Section D: Membership Privileges

The privileges of membership shall be:

- a) All Classifications
- b) All members shall be entitled to attend all general W.A.S. meetings, seminars, training events, functions and social events. All members shall have access to the newsletter and schedule of events of the W.A.S. calendar, and a yearly roster. Out of area non-voting members will only have access to the newsletter in an electronic format.
- c) All dues paying members with the exception of Out of area non-voting members, in good standing are eligible to hold office, submit bylaws amendments, and vote on all W.A.S. business and officers.

Section E: Membership Responsibilities

- a) Members shall pay all dues and assessments promptly (see section H).
- b) Members shall abide by the W.A.S. bylaws and operating rules issued by the Executive Committee.
- c) Members shall abide by the FARs of the Federal Aviation Administration.
- d) Members shall conduct themselves in a proactive and positive manner to uphold the dignity of the W.A.S. and the sport of Hot Air Ballooning.
- e) Members shall exercise caution and safety in ballooning and shall observe all federal, state, local rules and regulations.
- f) Members shall project a proactive and positive image of ballooning to communities at large.

Section F: Membership Termination

- a) Any member wishing to terminate his membership should notify any officer in writing as to the date of their desire to terminate membership. This shall not relieve the member(s) of any obligations due the W.A.S. at the time of termination.
- b) Any member that does not pay dues by the last day of March, for the current year, will be dropped from the membership roster. Members can apply for re-instatement with a new application, and payment of any membership fees applicable, re-instatement subject to approval.
- c) Any member can have their membership terminated by a majority vote of the membership, for just cause for actions not conducive to the sport or promotion of the ballooning community.
- d) 4. Membership in the W.A.S. is not transferable, or assignable. There will be no refund on any unused portion of the yearly membership dues.

Section G: Executive Committee.

- a) The Executive Committee shall consist of the following officers: President, Vice President, Secretary and Treasurer.
- b) The Officers shall serve without compensation.
- c) The majority of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee, and must include either the President or Vice President.
- d) The Executive Committee shall meet as necessary to discuss W.A.S. business at hand.
- e) 5. An Executive Committee meeting can be held at the written request of two or more members of the Executive Committee, at any such meeting the President, or Vice President must be present.

Section H: Dues

All members will pay membership dues for the membership year January 1 to Dec 31 no later than January 31 to maintain continuity. The dues for members will be:

- a) Single memberships, \$20 per year.
- b) Family Memberships, \$30 per year.
- c) Honorary Memberships, no dues.

Article III

Business Organization

Section A: General Membership

- a) The general assembly shall consist of all members that are current with their dues, and shall be the final authority for W.A.S. matters.

Section B: W.A.S. meetings.

- a) The W.A.S. shall hold a minimum of four general member meetings within a calendar year to conduct the business of the Association as necessary.
- b) The President shall hold at least one meeting per calendar year for purposes of planning, budget review and any other W.A.S. related business as identified by the Executive Committee.
- c) The W.A.S. shall elect officers as specified in Section C of this article, in December.

Section C: Officers and their duties

The Officers shall be elected in December, and shall serve from Jan 1 to Dec 31, a period of one year.

1. President

The duties of the President shall be:

- a) Preside over all meetings of the W.A.S., the Executive Committee, including any special meetings of the W.A.S. or Executive committee.
- b) Sign all legal documents required to conduct business of the W.A.S. including checks over \$200.00. Any two signatures of the Executive committee shall constitute legal signature for legal documents.
- c) Appoint temporary committee leaders and members.
- d) Serve as the official contact or spokesman for the W.A.S.
- e) Be responsible for maintaining correspondence for all W.A.S. business.
- f) Act as a member of the Executive Committee.

2. Vice President

The duties of the Vice President shall be:

- a) In the absence of the President shall preside over any W.A.S. meeting, and perform the duties of president.
- b) Act as an authorized officer for signing legal documents, including checks over \$200.00.
- c) Serve as chairman of the elections committee.
- d) Serve as a member of the Executive Committee.

3. Secretary

At the discretion of the Executive Committee, the Secretary and Treasurer positions may be combined into one position. The duties of the Secretary shall be:

- a) Assist the President in maintaining W.A.S. correspondence.
- b) Maintain bylaws in up-to-date condition.
- c) Record the minutes of each meeting and write a brief summary for the monthly newsletter.

- d) Act as one of the authorized officers for signing legal documents.
- e) Serve as a member of the Executive Committee.

4. Treasurer

At the discretion of the Executive Committee, the Secretary and Treasurer positions may be combined into one position. The duties of the Treasurer shall be:

- a) Be responsible for the billing of all members for any charges such as dues and to maintain records of all transactions.
- b) See to the timely collection of all monies due the W.A.S., and the timely payment of any W.A.S. obligations.
- c) Bring all W.A.S. obligations to next Executive Board meeting, to be approved by the Executive Committee for payment.
- d) Be permitted to sign checks under \$200.00.
- e) Act as one of the authorized officers for signing legal documents.
- f) Responsible for maintaining current signature cards at bank for checking/saving account.
- g) File the yearly report to the IRS, by May 15, noting any changes, to maintain the NOT FOR PROFIT TAX EXEMPT STATUS.
- h) File the annual report to the Oregon Department of Justice, by May 15
- i) File the annual business license renewal to the Oregon Secretary of State, by September 10
- j) Serve as a member of the Executive Committee.
- k) Be responsible for publishing the annual roster of paid members no later than April 30 of each year.

5. Activity Director (optional position)

The Activity Director shall be appointed by the Executive Committee for a term set by mutual agreement of both the Activities Director and the Executive Committee. The duties of Activity Director(s) shall be:

- a) To coordinate and facilitate social events as approved by the Executive Committee.
- b) Shall report to the Executive Committee.

6. Newsletter Editor (optional position)

The Newsletter Editor shall be appointed by the executive Committee for a term set by mutual agreement of both the Editor and the Executive Committee. The duties of the editor shall be:

- a) Be responsible for the publishing of the newsletter in a timely manner.
- b) The function of the newsletter is as follows, to communicate all official W.A.S. business, including bylaw changes or proposals, except billings to the membership.
- c) Shall report to the Executive Committee.

7. Immediate Past President

The duties of the Immediate Past President shall be to serve as an advisor to the Executive Committee.

8. Community relations officer (optional position)

The community relations officer is appointed by the Executive Committee for a term set by mutual agreement of the Community Relations Officer and the Executive Committee. This can be evaluated on an annual basis. The duties of the Community Relations officer shall be:

- a) Be an advocate for the highest quality of community relations between the ballooning community, land owners and the general public.
- b) When requested, mediate and assist with relations problems
- c) Shall report to the Executive Committee.

9. Webmaster (optional position)

The webmaster is appointed by the Executive Committee for a term set by mutual agreement of the Webmaster and the Executive Committee. If a webmaster is not appointed, then the W.A.S. website will either be discontinued or not maintained. The duties of the webmaster shall be:

- a) If applicable, keep the website current and put important club information on the site
- b) Publish the newsletter to the website
- c) Shall report to the Executive Committee.

Section D: Election Procedures

The procedures for election of the W.A.S. Officers shall be as follows:

- a) Notifications of ballot will be in the November newsletter, absentee ballot in December newsletter, elections held in December.
- b) Officers shall be elected in the order of Section C of this Article.
- c) Nominations shall be made before publication of the November newsletter.
- d) Votes will be by email ballot or by written ballot distributed at the December meeting; absentee ballots received prior to the December meeting and submitted to the election committee shall be included in the count. Qualified write-in candidates for any position are allowed.
- e) Only current members may vote one vote per member. Each officer shall be elected by a majority of the votes cast. In case of a tie, the election for that position shall be reheld. The existing holder of that office shall remain in office until there is a ballot with a clear majority

Article IV

Amendments to the Bylaws

Section A

Any member may propose an amendment to these bylaws, provided the proposed amendment is submitted to the Executive Committee in writing. The Proposed Amendment will then be published in the next issue of the newsletter for all members to review. The following month any pros and cons of the proposed amendment will be published in the newsletter. The proposed amendment will be voted on at the next general meeting, after the publication of the pros and cons of the amendment. Amendments will become effective with a two-thirds majority vote of the members in

attendance. Absentee ballots will be counted if received prior to the election to amend the bylaws.

Section B

In the case of an emergency, the general assembly by a two-thirds majority vote may declare an emergency situation, and may suspend a specific section of the bylaws. The suspension of the specified section shall apply only to the specific emergency situation.

END Willamette Aerostat Society BYLAWS.

Original Set of Bylaws as voted on and Approved by the general Membership in attendance, at the organizational meeting Sept 8, 1998.