

**Sun Lakes Aero Club  
(A Social Club)**

**GUIDELINES**

**December 18, 2007**

**ARTICLE I. Purpose**

- 1.01 The purpose of the Sun Lakes Aero Club (SLAC), a Social Club, is to foster camaraderie through General Aviation related activities

**ARTICLE II. Membership**

- 2.01 Membership is open to anyone interested in the purpose of the Club.
- 2.02 The Board may revoke membership for just-cause.

**ARTICLE III. Finance**

- 3.01 The Club shall operate as a non-profit social organization. The calendar year is the Club's fiscal year.
- 3.02 The Board shall determine the method of collecting funds from the members to cover operating expenses, equipment purchases and maintain an adequate bank account.
- 3.03 If the Club is dissolved or terminated, the Board shall sell its fixed assets and remit the proceeds, including the cash on hand or In banks to Hospice of the Valley or a similar charitable organization.
- 3.04 A qualified individual selected by the Board shall audit the Club's financial records in January for the prior year. The audit shall be documented in the Treasurer's Year-end report that shall be presented to the Board in January. The Board may skip annual audits.
- 3.05 An incoming Treasurer may request an audit at the time of assuming the office.

**ARTICLE IV. Organization**

- 4.01 A Board of Directors shall administer Club affairs and functions.
- 4.02 The Board shall be composed of Club members and will generally consist of as many as the Board shall decide upon from time to time.
- 4.03 The latest edition of Robert's Rules of Order shall be employed during meetings conducted by the Board. A quorum shall exist when a majority of the Board members are present at the meeting.

**ARTICLE V. Elections**

- 5.01 At the General members meeting in December, the Club members shall elect members of the Board to serve for the following year. Additional nominations shall be requested from the floor.

- 5.02 Immediately after the annual member meeting, the new Board will meet and elect the Officers to serve for the following year.
- 5.03 Directors and Officers will serve until their successors have been elected. .
- 5.04 The Board shall select individuals to offices vacated during a fiscal year.
- 5.05 The Board may appoint new Board Members to replace resignations during the fiscal year plus any number of new members.
- 5.06 The Board may elect to remove a Board Member for cause.

#### **ARTICLE VI. Officers:**

- 6.01 The Officers of the Club shall consist of the President, Vice President, Secretary and Treasurer
- 6.02 **PRESIDENT:**-The President shall preside over the Board meetings and the Members meetings. He shall be responsible to oversee and confirm that the various club Officers and Committee Chairmen are performing their duties in a responsible manner. He shall make appointments in accordance with Articles VII and VIII.
- 6.03 **VICE PRESIDENT:** The Vice President shall assist the President and assume all of the responsibilities of the President in the absence of the President.
- 6.04 **TREASURER:** The Treasurer shall collect and disburse Club funds as directed by the President, Vice President, or the Board.
- 6.05 **SECRETARY:** The Secretary shall record the minutes of the annual General meeting, Board Meetings, and Special Board Meetings.

#### **ARTICLE VII - Appointees**

- 7.01 The following (but not limited to) shall be appointed by the President to serve until their successors have been appointed. They may be board members or club members and assume more than one responsibility. Their primary responsibilities are listed, however they may be requested to assume additional responsibilities.
- 7.02 **Publicity Director:** Prepare articles for publication in various local media.
- 7.03 **Programs Director:** Shall provide for the programs to be presented to the members at their monthly meetings.
- 7.04 **Activities Director:** Shall arrange Fly-ins and Club Visitations (Field Trips).
- 7.05 **Provost:** Shall arrange for meeting rooms, prepare member name tags, handle the monthly member sign-up sheets and provide new member application forms. He shall also maintain a record of and the

location of the Club's fixed assets.

- 7.06 Webmaster: Maintain the Club website and coordinate with others for them to provide current information for the website in a timely manner

#### **ARTICLE VIII Committees**

- 8.01 Committee Chairmen shall be appointed by the President to serve until their successors have been appointed.
- 8.02 Any of the Chairmen may choose their own committee members, if desired. They must be club members but not necessarily board members.
- 8.03 Nominating: Presents the list of Board Member candidates at the November member meeting and requests other nominations from the floor
- 8.04 Other Committees including Ad Hoc Committees: As appointed by the President

#### **ARTICLE IX. Meetings**

- 9.01 General meetings of the membership shall normally be held during the months of October through May; normally meetings will not be held June through September. The Board will determine the meeting times and places.
- 9.02 Board meetings shall be held monthly, no later than the day before a General meeting, at a time and place determined by the President, and at other times as determined by the President. All Board meetings are open to Club members; members may participate in the discussion, but they cannot vote.

#### **ARTICLE X. POLICIES AND PROCEDURES MANUAL**

- 10.01 A Policies and Procedures Manual shall be maintained reflecting current operating procedures decided by the Board.

#### **ARTICLE XI. Amendments**

- 11.1 The Board may amend these Guidelines, subject to the approval of the General Membership, provided the proposed amendment(s) has been introduced at a previously scheduled Membership meeting.

#### **AMENDMENTS**

These Guidelines were approved by the General Membership at their December 18, 2007 meeting

Changes were made to the Guidelines by the Board at their December 9, 2008 meeting, however the changes were in the language used and did not change the substance of the Guidelines, therefore they were not submitted to the General Membership for approval as required by Article XI.

