



# Bylaws



## Southeastern Minnesota Flying Club, Inc.

A community of friends and pilots since 1958

Ratified by SEMFC Membership March 10, 2025

### **Southeastern Minnesota Flying Club**

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## ARTICLE 1. PURPOSE

The purpose of this Corporation, hereinafter referred to as the Club, shall be:

- A. To promote an interest in, and foster a public appreciation of, aviation in all respects.
- B. To provide aviation education for its members and the public.
- C. To provide its members, at the lowest possible cost, safe, modern, well-equipped, comfortable, attractive aircraft for purposes of pleasure and/or receiving instruction.

## ARTICLE 2. MEMBERSHIP CLASSIFICATIONS & PRIVILEGES

### 2.1. Classes of Membership Definitions

There shall be five classes of membership. They are:

- A. **Active Member:** one who shall be entitled to all rights and privileges of the Club.
- B. **Inactive Member:** one who shall be entitled to the same rights and privileges as an Active Member, except the right to sponsor Family Members and to use Club property.
- C. **Family Member:** one who is the spouse or legal dependent of an Active Member.
- D. **Student Member:** one who joins the Club as a student pilot with a student pilot certificate or as a pre-solo student.
- E. **Suspended Member:** one who has been denied all Club rights and privileges.

### 2.2. General Rights and Privileges

Each Member shall share equally with others of the same class the rights, privileges, and obligations of her/his particular membership class.

### 2.3. General Qualifications

Membership in the Club shall be open to those persons interested in aviation and the purpose of the Club. To be eligible to fly as pilot of a Club aircraft, Members shall also meet and comply in all respects with current FAA regulations regarding flying qualifications. The Board of Directors may impose geographic, capacity, or other restrictions on membership eligibility to ensure adequate access to aircraft. Restrictions are set forth in the Flying Regulations and Operating Rules, Membership section.

### 2.4. Application Procedures

Application for membership shall be by signed, written application using the form supplied by the Club. All applications must be filed with the Secretary.

## 2.5. Table of Equity and Dues

A table containing membership equity and dues is published in the Flying Regulations and Operating Rules. The table will be revised as necessary by the Club Secretary to reflect changes by action of the Board of Directors and will be distributed to Members.

## 2.6. Classes of Membership: Rights, Privileges, Qualification & Special Considerations

- A. **Active Member:** Each Active Member shall be entitled to participate in all Club activities, whether flying or otherwise, on an equal basis with every other Active Member. An Active Member has full voting rights, receives all Club communications, and is the only class eligible for elected office. Active Members must be qualified under [Article 2.3](#).
- B. **Inactive Member:** Inactive membership is a special class which may be granted by the Board of Directors. Inactive memberships are discouraged and will only be granted for infrequent events, e.g., temporary assignments that take Club Members out of the area, active duty service, a temporary disability, or other personal/special circumstances. The Board of Directors has the responsibility and final authority to grant Inactive memberships. Inactive membership will not be granted for periods of less than six (6) months except by action of the Board of Directors. Monthly dues for an Inactive Member shall be up to fifty percent (50%), to the nearest dollar, of the Active Member dues and published in the Flying Regulations and Operating Rules document. Application for change of status from Active to Inactive shall be accomplished by sending a written request to the Club Treasurer. This request shall be reviewed and acted upon by the Board of Directors within thirty (30) days.

To become an Active Member again,

- If the Inactive Member, within the preceding ninety (90) days, has acted as pilot in command and completed three (3) takeoffs and landings in an aircraft of the same category and class as those operated by the Club, then the Inactive Member must contact the Club Treasurer to request a change to Active status and to have her/his scheduling privileges reinstated. This request shall be reviewed and acted upon by the Board of Directors within thirty (30) days.
- If the Inactive Member does not meet this recency of experience criteria, then the Inactive Member must schedule a check flight with the Club's Chief Pilot, or the Chief Pilot's designate. Upon satisfactory completion of the check flight, the Chief Pilot will notify the Club Treasurer to change the Member's status to Active and to reinstate her/his scheduling privileges.

Upon resumption of Active status, the Member will be charged the then current monthly dues for the entire month in which s/he became an Active Member. If the Member chooses to become an Active Member before her/his six (6) months of Inactive membership has elapsed, s/he will be billed the Active Member monthly dues for the entire six (6) month period except by action of the Board of Directors. Conversion from Inactive to Active status shall be for a minimum of nine (9) months.

- C. **Family Member:** Family membership is available to a spouse or legal dependent of an Active Member residing in the same household as the Active Member. A Family Member shall have the rights, privileges, and obligations of an Active Member except as follows:
- a. Family Members shall not vote, shall not hold an elective office, shall not hold equity in the property of the Club, nor shall they be entitled to any refund of membership fees.
  - b. The total family (Active Member plus Family Members) shall have priority for use of the Club equipment equal to one (1) membership.

Family Members must meet the requirements of [Article 2.3](#). The sponsoring Member must request acceptance of a member/members of her/his family in writing to the Secretary. A legal dependent of an Active Member may retain family membership until age twenty-three (23) provided s/he remains a legal dependent. Family memberships end with the termination or change to Inactive status of the sponsoring Active Member. A sponsoring Member is liable for all Club financial obligations for both herself/himself and her/his Family Member(s) as defined in [Article 10](#) of this document.

- D. **Student Member:** a Student Member has the same rights and privileges as an Active Member with the following exceptions:

Student Members are not eligible to:

- a. Hold Club office.
- b. Schedule and use Club aircraft other than the Club's designated training aircraft. This/these aircraft are identified in the Flying Regulations and Operating Rules document. The Board of Directors has the authority to make exceptions to this restriction on a member-by-member basis for the purpose of not disrupting a Student Member's training by forcing a change of aircraft type. Exceptions should only be granted where it will be beneficial to the student and not disruptive to the Club.
- c. This class of membership automatically terminates fifteen (15) days after achievement of an FAA Pilot Certificate. Student Members will have priority for full Active membership over new applicants.

- E. **Suspended Member:** one who has been denied all Club rights and privileges.

## ARTICLE 3. MEETINGS & QUORUMS

### 3.1. Quorum

The number of Active Members equal to one-fourth (1/4) of the total Active membership shall constitute a Quorum for transacting any Business. The term Business refers to elections, buying/selling aircraft, improvements to aircraft, and other matters of distinct importance.

The Quorum for an impeachment vote will be equal to seven-fifty (75) percent of the total Active membership.

### 3.2. Annual Meetings (also referred to as Election Meetings)

The Annual Meeting, at which the results of the Board of Directors election will be certified, shall be held on the regular monthly meeting date in January at such place as the Club normally meets or such other place as designated by the Secretary in the meeting notice. In the event that such dates shall fall on a legal holiday, said meeting shall be held on the next following business day. Not less than five (5) days before the Annual Meeting, the Secretary shall e-mail a notice to each Member of the Club at her/his address as it appears in the Club records. For transacting Business, a Quorum as defined in [Article 3.1](#) must be present.

### 3.3. Regular Meetings

Regular Meetings shall be held at such time and place as the Board of Directors shall approve. For transacting Business, a Quorum as defined in [Article 3.1](#) must be present.

### **3.4. Special Meetings**

Special Meetings may be called by the President, or in her/his absence, the Vice President, upon request of at least five (5) Members of the Club. Business conducted at Special Meetings shall be limited to that sent out in the notice. Not less than five (5) days before the Special Meeting, the Secretary or any other Club officer shall e-mail a notice to each Member of the Club at her/his address as it appears in the Club records. For transacting Business, a Quorum as defined in [Article 3.1](#) must be present.

### **3.5. Voting**

All Active, Inactive, and Student Members shall have equal voting rights for transacting Business. Each such Member shall be entitled to one (1) vote.

#### **Paragraph I. Voting for Election of Officers**

Two (2) voting Members, not running for office, shall be appointed by the Board of Directors to act as Election Judges. The Election Judges shall solicit for candidate nominations two (2) months prior to the Election Meeting. Candidates will be nominated at the monthly Regular Meeting one (1) month prior to the Election Meeting. Ballots shall be e-mailed to the membership no later than twenty (20) days prior to the Election Meeting. A campaign statement from each nominee may be e-mailed along with the ballots or may be made available on the Club website.

Ballots must be marked and submitted as instructed prior to the specified deadline. The number of ballots submitted must meet the Quorum definition as outlined in [Article 3.1](#).

The Election Judges will count all ballots at the Election Meeting and announce the results to the attending membership. In the event of a tie vote, the candidates tied will have an opportunity to resolve the tie themselves. If it cannot be resolved in this manner, the winner will be determined by coin toss.

#### **Paragraph II. Other Voting**

If the item being voted on requires a Quorum of the voting membership as defined in [Article 3.1](#), (e.g., the impeachment process), the President or other Club officer shall e-mail ballots to the voting membership a minimum of twenty (20) days prior to the meeting at which the vote is to be counted. Ballots should be returned to the sender in time for the meeting at which the vote is to be counted.

### **3.6. Board of Directors Meetings**

Board of Directors Meetings shall be held at the call of the President. The Board of Directors shall meet at least once a month, within two (2) weeks prior to the monthly Regular or Annual Meeting. A quorum for all Board Meetings shall be at least a majority of the Board of Directors then in office.

## **ARTICLE 4. OFFICERS & BOARD OF DIRECTORS**

### **4.1. Officers**

There shall be four (4) Club officers: President, Vice-President (who shall also serve as Safety and Operations Officer), Secretary, and Treasurer. To assist them in carrying out the purposes of the Club, immediately after taking office, said officers would, by majority vote, appoint or re-appoint a Director of Inspection and Maintenance and such other

assistants they deem necessary. Those appointed shall be selected from the Active membership and shall hold office until the next Annual Meeting or until relieved by the Board of Directors.

## 4.2. Board of Directors

The Board of Directors shall consist of the elected officers of the Club only.

## 4.3. Authority

The Board of Directors shall have full authority to act on any and all matters concerning the Club except those specifically excluded in the Bylaws. However, some actions may be subject to approval of the membership. These are set forth in [Article 8.2](#) and [Article 13.2](#). All obligations of the Club must be presented to, and approved by, the Board of Directors, which shall also determine Equity share value, dues, rates, and assessments.

## 4.4. Impeachment

A seventy-five (75) percent majority vote of the Active, Student, and Inactive Members on the date the vote is taken shall be required to impeach an officer. An impeachment proceeding shall have a Chairperson, who is not an officer of the Club, elected by the membership. The Chairperson shall be appointed by election at a monthly Regular Meeting by the membership present. Proceedings shall be called by a current officer of the Club who is not being impeached.

## 4.5. Vacancy

In the event of a vacancy, the remaining members of the Board shall appoint a temporary officer to serve until the next Regular Meeting at which time a special election shall be held to fill the vacancy. Candidates shall be nominated from the floor. If a permanent officer is not elected within sixty (60) days after the vacancy occurs, the temporary officer shall thereafter serve as officer for the remainder of the unexpired term.

# ARTICLE 5. DESIGNATION OF OFFICERS & THEIR DUTIES

## 5.1. President

An Active Member elected by a majority of the Active, Student, and Inactive Members voting at the Annual Meeting and based upon a Quorum as set forth in [Article 3.1](#) being present. Duties of the President shall be to:

- A. Preside at all meetings of the Club and Board of Directors.
- B. Appoint committee chairpersons with the Board of Directors' approval.
- C. Sign all acts or orders necessary to carry out the Business of the Club.
- D. Cast the deciding vote in cases where any question or motion is a tie.
- E. Represent the Club to outside persons or other organizations whenever necessary.

## 5.2. Vice President, Safety & Operations Officer

An Active Member elected by a majority of the Active, Student, and Inactive Members voting at the Annual Meeting and based upon a Quorum as set forth in [Article 3.1](#) being present. Duties of the Vice President, Safety and Operations Officer, shall be to:



- A. Assume the duties of the President in the event of her/his absence, illness, death, resignation, or removal from office.
- B. Plan Club activities and programs for both Regular and Special Meetings.
- C. Monitor the effectiveness of Club aircraft maintenance, compliance with Club-imposed flying rules, investigate suspected or alleged violations, and recommend corrective actions to the Board of Directors.

### 5.3. Secretary

An Active Member elected by a majority of the Active, Student, and Inactive Members voting at the Annual Meeting and based upon a Quorum as set forth in [Article 3.1](#) being present. Duties of the Secretary shall be to:

- A. Record the minutes of all Regular, Annual, and Special Meetings of the Club.
- B. Record the minutes of all meetings of the Board of Directors.
- C. Call a meeting to order in the absence of the President and Vice President.
- D. Preserve all records, reports, and documents of the Club as per the Club's Document Retention Policy, except those specifically assigned to the custody of others.
- E. Carry on the official correspondence of the organization and send notices of meetings to members.
- F. Keep a current record of Club membership suitable to promptly respond to audits and inquiries, including but not limited to airport badge audits and membership summaries required by insurance carriers..
- G. Give all notices required by law and all notices specified in the Bylaws of the Club.
- H. Keep and maintain records required under [Minnesota Administrative Rules Chapter 8800 Part 8800.4400](#)..

### 5.4. Treasurer

An Active Member elected by a majority of the Active, Student, and Inactive Members voting at the Annual Meeting and based upon a Quorum as set forth in [Article 3.1](#) being present. Duties of the Treasurer shall be to:

- A. Receive, receipt for, record, and disburse Club monies.
- B. Render a current financial report at each Regular Meeting.
- C. Keep an accurate account of the finances of the Club on the books of the Club prepared and furnished for that purpose which shall be open for inspection and examination by the Officers or any committee of the Members appointed for that purpose.
- D. At the expiration of her/his term in office, ensure an orderly transition to her/his successor. If there is doubt as to who her/his successor is, s/he will deliver all books, papers, and property of the Club in her/his hands, together with all monies and rights of the Club, to the President, who in turn will transfer them to the next Treasurer.
- E. Exercise her/his fiduciary responsibility to the Club, ensuring that safety and long-term interests are met.

## ARTICLE 6. DUTIES & RESPONSIBILITIES OF MEMBERS

### 6.1. Duties

Club Members shall exercise caution and safety in flying, and shall observe and comply with all local, state, and federal flying rules, regulations, and codes. Members shall also comply with the Flying Regulations and Operating Rules of the Club. The Flying Regulations and Operating Rules document, distributed to each new member of the Club, is a separate document from the Bylaws. Amendments to it will be communicated via the monthly newsletter.

## **6.2. Responsibilities**

Club Members are expected to pay dues, assessments, and rates promptly; take an active part in the operation of the Club; attend meetings; conduct themselves in a fitting manner at meetings and on the flying field; be alert and mindful of the Club's interests; and work toward maintaining a full Club membership.

# **ARTICLE 7. OPERATING RULES**

## **7.1. Authority**

The Club shall establish and maintain Operating Rules covering general information, responsibilities, scheduling, maintenance, and finances.

## **7.2. Changes**

Operating Rules may be amended, added to, or deleted by a majority vote of the Board of Directors then in office and voting, but changes must be ratified by the membership. Ratification procedures are detailed in [Article 15.2](#).

# **ARTICLE 8. FLYING REGULATIONS**

## **8.1. Authority**

The Club shall establish and maintain Flying Regulations, which shall be binding upon all Members who fly Club aircraft.

## **8.2. Changes**

Flying Regulations may be amended, added to, or deleted by a majority vote of the Board of Directors then in office and voting, but changes must be ratified by the membership. Ratification procedures are detailed in [Article 15.2](#).

## **8.3. Emergency Regulations**

The Board of Directors shall have the right by majority vote of the Board of Directors then in office and voting to establish and place into effect immediately any regulation of an emergency nature. Such emergency regulations shall be temporary until such time as required to comply with ratification procedures set forth in [Article 15.2](#).

## **8.4. Statement**

Members of all classes shall sign a statement indicating that they have read, understand, and agree to conform to the Bylaws and the Flying Regulations and Operating Rules established by the Club. This statement is contained in [Article 16](#).

## **ARTICLE 9. EQUITY, MONTHLY DUES, RATES & ASSESSMENTS**

### **9.1. General**

The Club shall be operated on a nonprofit, expense-sharing basis.

### **9.2. Membership Fee**

All Members shall pay a Membership Fee in an amount determined by the Board of Directors and set forth in the Flying Regulations and Operating Rules, Membership section.

### **9.3. Equity**

Each Member shall purchase Equity in the form of one (1) share in the Club as set forth in the Flying Regulations and Operating Rules, Membership section.

### **9.4. Dues**

All membership classes shall pay monthly dues as determined by the Board of Directors and set forth in the Flying Regulations and Operating Rules, Membership section.

### **9.5. Rates**

Rates for the use of Club aircraft are published in the aircraft section of the Club website.

### **9.6. Assessments**

The Board of Directors, by unanimous vote, may, whenever they deem necessary, levy special assessments not to exceed an amount equal to one month's dues against Active, Student, and Inactive Members to meet current expenses. Assessments greater than an amount equal to one month's dues per calendar quarter shall require approval by a majority vote of the Members present at a Regular, Special, or Annual Meeting and based upon a Quorum being present as set forth in [Article 3.1](#).

## **ARTICLE 10. INDEBTEDNESS**

Members are expected to pay monthly dues, rates, and special assessments, if any, within twenty-one (21) days of receipt of billings. Failure to do so can result in suspension of the right to use Club aircraft if, in the opinion of the Board of Directors, a Member has been a frequent offender. A Suspended Member may be expelled from the Club under the provisions of [Article 11](#).

If payment of Club dues, rates, special assessments or other charges are late, the Club may assess late charges. The grace period and interest rate are to be published in the Flying Regulations and Operating Rules document.

## ARTICLE 11. SUSPENSION/EXPULSION

### 11.1. Suspension

A Member may be suspended for up to sixty (60) days from all rights and privileges of Club membership by unanimous vote of the Board of Directors when, in its opinion, the Member has failed to live up to the duties and responsibilities of Members as described in [Article 6](#) and/or has repeatedly failed to pay dues, rates, and special assessments in accordance with [Article 10](#). After sixty (60) days, a Suspended Member must be returned to full in good standing status or expulsion procedures as described in [Article 11.2](#) must be carried out.

### 11.2. Expulsion

A person of any class of membership may be expelled from the Club, in the unanimous opinion of the Board of Directors and in the majority opinion of a Quorum, as outlined in [Article 3.1](#). Expulsion shall be determined by the majority vote of the voting Members present at any Regular, Annual, or Special Meeting. Expelled persons forfeit all membership rights and privileges in the Club and remain responsible for all indebtedness to the Club. Members being considered for expulsion shall be notified in writing not less than five (5) days before the membership shall vote on expulsion.

## ARTICLE 12. RESIGNATION

A Member may request resignation at any time by submitting written notice to a member of the Board of Directors. Upon the Club Secretary's receipt of the Member's returned airport access card, the Member will be processed/refunded accordingly.

Upon resignation, the Club will repurchase the Equity held by that Member for its current value. Private sale of Club Equity is specifically prohibited. Repurchase, however, is dependent on the following conditions:

- A. The Member is in good standing.
- B. Any charges or assessments due the Club on the effective date of resignation shall be subtracted from the repurchase amount.

## ARTICLE 13. LIABILITY OF MEMBERSHIP

### 13.1. Liability Insurance

The Club shall, at all times, carry property damage and public liability insurance on its property to protect the Club as a corporation and its individual Members against liability actions, suits for damage, or judgment of third persons. The insurance shall be adequate in the judgment of the Board of Directors.

### 13.2. Airframe Insurance

Hull insurance against ground and flight damage shall be secured by the Club to the extent deemed necessary by the Board of Directors, subject to approval by a majority vote of a Quorum as set forth in [Article 3.1](#).

### **13.3. Damage to Aircraft**

If a Member has possession of an aircraft and damage occurs to the aircraft, the Member may be responsible for the damages up to the current insurance policy deductible in effect at the time the damage occurs.

If the damage was caused by a mechanical or maintenance failure of the aircraft beyond the Member's control, the Member will not be held responsible for the damage. The Board of Directors has the final authority on making this determination and granting this exception.

### **13.4. Misconduct/Carelessness/Negligence**

To the extent not covered by insurance, a Member is liable to the Club for all damage sustained by the Club resulting from her/his own misconduct, carelessness, or negligence, or if an accident is caused through willful violation of FARs, Mn/DOT Office of Aeronautics regulations, local regulations, or Club rules or regulations. In the event that a Member at fault is not able to pay the total damages for which s/he is responsible, the balance of the repair or replacement bill shall be paid in full or in part from the offender's membership share value. The Member shall remain responsible to pay any remaining balance. Flying privileges shall be suspended until full payment has been made and the membership Equity value has been re-established.

Misconduct, carelessness, and negligence may be grounds for expulsion.

### **13.5. Accident Investigation**

The Board of Directors has the responsibility and authority to investigate accidents, penalize Members for violations of good flying practices, and to seek expulsion of said Member(s) for unsafe operation of Club equipment.

## **ARTICLE 14. PROPERTY**

### **14.1. Title**

All property, both real and personal, shall be held in the name of the Club.

### **14.2. Dissolution**

Should the Club be dissolved, each Active, Inactive, and Student Member shall be entitled to an equitable share of the Club's assets.

## **ARTICLE 15. AMENDMENT/RATIFICATION**

### **15.1. Amendment**

Bylaws may be amended by the majority vote of a Quorum as set forth in [Article 3.1](#), at a meeting of Members. The Bylaws shall not be amended unless proposed amendments were read at a previous meeting and distributed to all Active, Student, and Inactive Members not less than five (5) days before the meeting at which the vote is to take place.

Members of all classes shall abide by the most current version of the document.

## **15.2. Ratification**

Ratification of Flying Regulations and Operating Rules shall be made by a majority vote as set forth in [Article 3.1](#) at a meeting of Members.

## ARTICLE 16. STATEMENT

Members of all classes shall abide by the most current ratified version of this document.

My signature hereon indicates that I have read, understood, and agree to conform to the Southeastern Minnesota Flying Club Bylaws, Flying Regulations and Operating Rules, and the FAA Federal Aviation Regulations.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN TO:**

Return this form to an SEMFC Board member at a Club meeting

Or email this form to: [semfc.secretary@gmail.com](mailto:semfc.secretary@gmail.com)