

## WOMEN SOARING PILOTS ASSOCIATION BYLAWS

(NOTE: For readability, this copy of the BYLAWS incorporates the proposed changes as of July 2018.)

(Rev 2 approved November \_\_ 2018 by Membership Vote in conjunction with the election of Directors.)

### ARTICLE 1- Name and Purpose

- 1.1 The name of the Association is Women Soaring Pilots Association, a Division of the Soaring Society of America.
- 1.2 The Association is a 501c3 organization, incorporated in the State of Texas.
- 1.3 The purpose of the Association is to encourage the growth of women's participation in soaring.
- 1.4 To that end, the Association may:
  - 1.4.1 Establish and maintain a community of women soaring pilots through print and online media.
  - 1.4.2 Sponsor soaring seminars.
  - 1.4.3 Offer scholarships to women for flight training and participation in soaring activities.
  - 1.4.4 Establish handicapped records to recognize women's soaring achievements.
  - 1.4.5 Support members who fly in soaring competitions
  - 1.4.6 Represent women soaring pilots at conventions, trade shows, and other venues.

### ARTICLE 2- Membership

- 2.1 All women glider pilots, holding at least a student pilot certificate, are eligible for Youth Membership (if 18 yrs. old or younger), Full Membership, or Life Membership in the Association.
- 2.2 To maintain Division status in the Soaring Society of America, at least a majority of the U.S. members must also be members of the Soaring Society of America.
- 2.3 Categories of membership:
  - 2.3.1 **Full Member:** a woman glider pilot who has paid annual dues. As a Full Member, she is entitled to a voice in the affairs of the Association, is entitled to one vote in all elections, may attend meetings and seminars, may apply for scholarships and records, and will receive the Association newsletter.

- 2.3.2 **Associate Member:** a person interested in supporting the organization but who does not qualify for Full Membership. Associate Members pay dues, receive the Association newsletter, and may attend meetings and seminars, but are not eligible to vote or apply for scholarships or records.
- 2.3.3 **Life Member:** Full or Associate Member who pays dues in advance for a specified number of years as outlined in the Standing Rules. Only Life members who are Full Members are entitled to vote or apply for scholarships or awards.
- 2.3.4 **Honorary Member:** a person determined by the Board of Directors to be worthy of the honor due to contribution to the advancement of the interests of the Association. This person does not pay dues. The period of Honorary membership shall be determined by the Board. Honorary Members receive the Association newsletter, and may attend meetings and seminars, but they are not eligible to vote or apply for scholarships, unless they also meet the requirements of Full Membership.
- 2.3.5 **Youth Member:** a girl, 18 years old or younger, who pays  $\frac{1}{2}$  the cost of the Full Member dues, and who has all Full Member privileges.

#### ARTICLE 3- Dues

Dues of the membership shall be determined by the Board of Directors, approved by the membership and posted in the Standing Rules.

#### ARTICLE 4- WSPA Regions

For administration and representation, the WSPA membership is divided into four geographical regions: Eastern, Central, and Western United States and Canada; and International. These regions are defined in the Standing Rules and on the WSPA Map.

#### ARTICLE 5- Board of Directors

- 5.1 The Board of Directors shall be made up of seven elected regional representatives. When possible, two shall be from each North American region and one from the International region.
- 5.2 The terms of all elected representatives shall be for two years, ending when duly elected successors take office. Terms begin January 1, following the November election.
- 5.3 The positions of President, Vice-President, and Secretary will be chosen from within the seven representatives by vote from the seven.
- 5.4 The Treasurer may be either an elected director, who chooses or is assigned to, the position of Treasurer (by Board vote), or she may be a Non-Board Member who is nominated by the President and voted upon by the Board. The Non-Board Member Treasurer would serve for a biennial period.
- 5.5 The positions of President, Vice-President and Secretary will constitute the Executive Committee.

5.6 Should a vacancy occur to any elected office, such vacancy shall be filled for the remainder of the term by the Executive Committee.

## ARTICLE 6– Duties of Officers and Directors

### 6.1 Duties of all Officers and Directors

- 6.1.1 Coordinate the advancement of the Association nationally, internationally, and with special focus on the region they represent.
- 6.1.2 Encourage the growth of the Association.
- 6.1.3 Participate in Board meetings.
- 6.1.4 Serve as liaisons to committees as requested by the President.
- 6.1.5 Conduct the business and tasks of the Association as needed and/or assigned.

### 6.2 Duties of the President

- 6.2.1 Preside at meetings of the Association, Board of Directors, and Executive Committee.
- 6.2.2 Appoint all committees not otherwise provided for in these Bylaws.
- 6.2.3 Perform such other duties as the advancement of the Association may require.

### 6.3 Duties of the Vice President

- 6.3.1 Coordinate the Women Soaring Seminars.
- 6.3.2 Serve as a liaison to committees as requested by the President.
- 6.3.3 Preside at meetings when the President cannot be present.

### 6.4 Duties of the Secretary

- 6.4.1 Conduct Correspondence of the Association.
- 6.4.2 Keep minutes of the Association’s annual meeting, Board of Director meetings and Executive committee meetings.
- 6.4.3 Maintain a file of e-mail and/or conference call meetings of Board of Directors or Executive Committee.
- 6.4.4 Serve as a liaison to committees as requested by the President.

### 6.5 Duties of the Treasurer

- 6.5.1 Receive money, such as dues payments, donations, money raised by fundraisers, seminar registration payments, and deposit such funds in the name of the Association.

- 6.5.2 Disburse funds in payment of accounts against the Association as authorized by the President, Executive Committee or a majority of the Board of Directors.
- 6.5.3 Disburse scholarship funds per Board approval.
- 6.5.4 Upon request, submit to the Executive Committee a month-end report of financial activity, including a balance sheet and profit and loss statement.
- 6.5.5 Submit a quarterly report, including a balance sheet and profit and loss statement, to the entire Board of Directors within 15 days following the end of each quarter. WSPA's fiscal year is July 1 to June 30, therefore the quarters are as follows: 1<sup>st</sup> Quarter: July 1 to September 30; 2<sup>nd</sup> Quarter: October 1 to December 31; 3<sup>rd</sup> Quarter: January 1 to March 31; 4<sup>th</sup> Quarter: April 1 to June 30.
- 6.5.6 Arrange for an annual audit of the Association's financial affairs.
- 6.5.7 File the required Federal and State income tax returns.
- 6.5.8 Serve as a liaison to committees as requested by the President.

#### 6.6 Duties of the Director of Scholarships

- 6.6.1 Act as liaison between the Scholarship Committee and the Board of Directors.
- 6.6.2 With the assistance of the Scholarship Chair, set up and maintain the Scholarship mentor program.
- 6.6.3 With the assistance of the Scholarship Chair, coordinate communication between WSPA and scholarship recipients.
- 6.6.4 Send thank you letters to Scholarship donors.
- 6.6.5 Solicit and communicate with scholarship donors, maintaining contact information and publicizing donors' names (if appropriate) in the Association's August Newsletter or other publications.

#### 6.7 Duties of the Director of Membership

- 6.7.1 Maintain a database list of paid members, their addresses, phone numbers, emails, type of membership, etc., working closely with the Treasurer.
- 6.7.2 Provide an updated membership list to the Board of Directors monthly.
- 6.7.3 Supervise Public Relations, including but not limited to: presentations, banners, posters, WSPA brochures.

#### 6.8 Duties of the Director of International Information and Publicity

- 6.8.1 Publicize and/or give presentations about WSPA's events, news, and other information in foreign countries.
- 6.8.2 Inform WSPA on international matters related to soaring.

## ARTICLE 7– Elections

7.1 Elections shall be held every two years in November.

7.2 Candidates for Board of Directors are selected by the Nominating Committee. Only Full Members of the Association may hold office.

7.3 The slate of candidates shall be reviewed by the Board of Directors by October 15<sup>th</sup>, then presented to the Newsletter Editor and the Webmaster for publication on November 15<sup>th</sup>.

7.4 Ballots are counted by the Webmaster, acting as Teller, and two other persons appointed by the President.

7.5 Election results are emailed to the Board of Directors as soon as the count is completed (and no later than December 20<sup>th</sup>). The current President then sends out the results via email to the entire WSPA Membership before January 1<sup>st</sup>. The results are also published in the February newsletter.

7.6 Details of the election process shall be outlined in the Standing Rules.

## ARTICLE 8– Committees

### 8.1 Executive Committee

8.1.1 Has the authority to conduct the business of the Association.

8.1.2 Keeps the remaining Board members informed and involved in said business.

8.1.3 For the purpose of conducting said business, at least three members of the committee are required.

### 8.2 Nominating Committee

8.2.1 Shall be three Full Members appointed by the President.

8.2.2 Solicits qualified candidates for the Board of Directors.

8.2.3 Submits initial slate of candidates to the Board of Directors by September 30<sup>th</sup> of even numbered years.

8.2.4 Prepares the official Slate of Candidates after approval of the Board and submits to the Newsletter editor and Webmaster.

8.3 Committees may be formed at the discretion of the Executive Committee.

## ARTICLE 9– Meetings

9.1 An annual membership meeting shall be held.

9.2 For the purpose of conducting business at the annual meeting, a quorum is defined as the number of Full Members present at the meeting.

#### ARTICLE 10– Publications

10.1 The official newsletter of the Association shall be called “HANGAR SOARING”. It shall be distributed to the membership and others at regular intervals during the year.

10.2 The Editor of the newsletter shall:

10.2.1 Be appointed by the Board of Directors.

10.2.2 Prepare and distribute the Association newsletter.

10.2.3 Maintain a distribution list for the newsletter.

10.2.4 Have the authority to reject, in whole or part, any material deemed unsuitable for publication after discussion with the Board.

10.3 Additional details about the newsletter and the duties of the Editor shall be outlined in the Standing Rules.

#### ARTICLE 11– Amendments

11.1 The Bylaws shall not be amended, altered or repealed, unless any changes are:

11.1.1 Submitted in writing to the Board of Directors.

11.1.2 Presented to the Membership at least 30 days before a call to vote.

11.1.3 Approved by a simple majority of those members voting.

11.2 Changes so made become effective immediately upon passage. Unchanged articles and provisions shall remain in effect continuously.

#### ARTICLE 12 – Dissolution

12.1 A 2/3 vote of the membership is required for dissolution.

12.2 Assets of the Association at the time of dissolution shall be used to pay outstanding debts. Any remaining assets shall be donated to the Southwest Soaring Museum.

END OF TEXT.