BYLAWS OF THE AMERICAN HELICOPTER SOCIETY, INTERNATIONAL
HAMPTON ROADS CHAPTER

(Adopted – December 10, 2013)

Article I - Name

This organization is named American Helicopter Society, International (herein referred to as AHS), Hampton Roads Chapter (herein referred to as HRC).

Article II - Purpose

The AHS with its chapters is a non-profit 501C(3) organization. The role of HRC is to further the goals of AHS by any or all of the following:

A. Sponsoring events to provide members with an opportunity to listen to speakers on a variety of topics in the field of vertical flight and to meet and interact with fellow AHS members.

B. Joining together members of diverse backgrounds, including engineers, pilots, technicians, educators, students, and operators who all have a common interest in rotorcraft and VSTOL technology.

C. At the discretion of the Southeast Regional Vice President, administering the AHS Southeastern Region Lichten technical paper competition.

D. Conducting events that encourage membership and recognize accomplishment of chapter members for their achievements in the field of vertical flight.

E. Sponsoring technical specialists’ meetings in the areas of industry-wide interest that may include rotorcraft structures, propulsion and military operations technology.

F. Supporting high school student interest in science, engineering and mathematics through science fair cash awards and college scholarships and by financially supporting the Vertical Flight Foundation.

G. Financially supporting museums and institutions whose subjects include an emphasis on vertical flight.

H. Supporting non-profit organizations that assist military service families.

Article III - Membership

A. As defined by AHS, any individual residing in Virginia, except in the Washington, D.C. metropolitan area, is eligible for AHS membership in this chapter.
B. There are different types of membership with membership dues set by the AHS and payable to AHS. It is noted that none of these dues are returned to the chapter. Individuals must be current with their dues to be considered a member of AHS and HRC.

C. Both members and nonmembers are welcome at events sponsored by the HRC, however, the cost of participation may depend on membership status. Individuals with lapsed dues will be required to pay nonmember rates.

**Article IV - Board of Directors**

A. The board members are elected from membership of the HRC. Board members must maintain a dues-paid status with AHS to remain on the board. Elections are described in Article VIII.

B. In the event that a position is vacated mid-term, the board must either a) reassign the duties to other board members who are willing and able to do them, or b) appoint a replacement.

C. The positions on the board shall be: President, Vice President/Program Chair, Secretary, Publicity Chair, Treasurer, Technical Chair, Education Chair, Membership Chair, Industry Representative, Military Representative and up to three Members-at-Large with the number of at-large members to be established by the board. The duties of each of the members of the board are described in Article V.

D. The board may form temporary or ad hoc committees that may include individuals not on the board. Examples are: Awards Committee, Technical Specialists' Meeting Committee, Seafood Feast Committee and Bylaws Review/Amendment Committee. These committees will serve for a limited time at the discretion of the board.

**Article V - Officer Duties**

All officers are invited, encouraged and expected to attend as many board meetings as they can, especially meetings at which the annual budget is discussed and approved and when items of business are those for which they are responsible as defined below.

A. The President represents the local chapter in all official activities. The President calls for and presides at board meetings and general meetings. The President maintains a supervisory view of all projects authorized by the board to ensure that they are accomplished with satisfactory quality, timeliness and cost. The President shall prepare, with the assistance of other board members, all reports required by AHS and its Southeastern Region. The President shall organize and chair the committee to recruit new board members, both to fill mid-term vacancies and to prepare the bi-annual slate for election by all chapter members.

B. In the event that the President is absent, the Vice President/Program Chair will assume the President's responsibilities. The Vice President/Program Chair is also responsible for developing programs and scheduling speakers for and organizing regular luncheon and dinner meetings. This includes making arrangements with the hosting facility, preparing descriptive program flyers, distributing these flyers to the board, the web master and AHS and procuring appropriate gifts of appreciation for speakers.

C. If the Vice President is also absent, then another board member shall be appointed to assume the president’s responsibilities during the President’s absence.

D. The Secretary is responsible for recording minutes of board and general meetings and distributing them to the board promptly thereafter and maintaining an archive of chapter documents including these Bylaws and
the meeting minutes.

E. The Publicity Chair is responsible for informing members of all upcoming activities and shall prepare and distribute information such as press releases to bring the activities and accomplishments of the chapter to the attention of the AHS and the general public.

F. The Treasurer is responsible for maintaining all chapter financial accounts, regularly reporting to the board in a clear and complete manner their status, preparing annually a draft budget, only making expenditures in accordance with an approved budget or other directions of the board and reporting to AHS, in response to its requirements. Although it is permitted that the Treasurer deviate slightly from the approved budget as situations arise, all significant deviations must be approved in advance by the board. Records of all transactions shall be kept in an orderly fashion that would facilitate review by the board of AHS.

G. The Membership Chair is responsible for maintaining and increasing membership through maintaining a roster of dues – current members, encouraging dues-lapsed members to renew membership, conducting local membership drives and coordinating with the AHS membership committee.

H. The Technical Chair is responsible for conducting the Lichten Award competition for the Southeast Region of AHS (at the request of the Southeastern Region Vice President) and conducting the competition for Engineer(s) of the Year.

I. The Education Chair is responsible for organizing chapter participation in the regional high school science fair and conducting the chapter’s college scholarship competition.

J. The Industry Representative is responsible for maintaining an awareness of rotorcraft-related industries within the geographical boundaries of the chapter, encouraging participation of these industries and their employees in chapter events and organizing the industry participation in the chapter-sponsored technical specialists’ meetings.

K. The Military Representative is responsible for maintaining an awareness of rotorcraft-related military organizations within the boundaries of the chapter, encouraging participation of these activities and their personnel in Chapter events and supporting chapter events that require coordination with military organizations, functions or personnel.

L. Members at Large are responsible for representing the chapter membership, maintaining an awareness of activities and issues in the areas in which they work that impact the chapter and the rotorcraft community and encouraging membership in AHS in the places where they work.

Article VI - Terms of Office

A. Each member of the board of Directors shall be elected for a two year term beginning approximately July 1. However, officer’s whose term began January 1, 2013 shall serve until June 30, 2014 to bring terms of office in compliance with AHS guidance. Terms of office may be staggered to provide continuity from year to year.

Article VII - Board Meetings

A. The board will meet approximately monthly at a mutually agreeable location. Board meetings will generally be scheduled at the previous meeting. However, special meetings may called by the President or requested be any member of the board.
B. A simple majority of the board constitutes a quorum. When a quorum is present, a simple majority of those present is needed for a motion to pass. Decisions regarding the annual budget or major program activities shall require a quorum. Lacking a quorum, less important decisions may be approved if there is a consensus among those present. The President shall decide if the action is one requiring a quorum.

C. Only board members present at the meeting may vote. Although a single person may hold more than one position, e.g. President and Industry Representative, that person shall have only one vote. Members may not vote in absentia.

D. Lacking a quorum, or if the sense of the quorum present is that the measure should be considered by the entire board, the proposal may be put to the entire board by an email distributed by the President. Board members will be given one week to vote. In this case, a measure will pass based on a simple majority of the entire board membership.

Article VIII - Elections

A. The Nominating Committee shall consist of the current President, the Vice President/Program Chair and the Industry and Military Representatives. The committee should strive to nominate members with varied backgrounds and interests in the field of rotorcraft so as to represent the diversity of the local chapter. It is recommended that members from government-DoD civilian, government – NASA, government-military and industry are represented, if possible.

B. The Nominating Committee may develop its own nominees and, in addition, solicit volunteers or nominations from the general membership.

C. The slate should be completed by March 31, so that the ballots can distributed, returned, counted and results announced by June 30. The Nominating Committee shall provide AHS a ballot listing the nominations for distribution to the chapter members. Ballots shall be cast via email, the chapter web page or returned by conventional mail to the chapter’s post office box.

D. Results of the election should be submitted to AHS as soon as possible for distribution to the membership.

E. New members of the board should be installed at the July board meeting or as soon as possible thereafter. Waiting for a luncheon or dinner chapter meeting might unnecessarily delay installing new board members.

Article IX - Technical Specialists' Meetings/HELMOT

A. The chapter has traditionally hosted a Technical Specialists' or HELMOT meeting each year to provide a technical interchange for AHS members, to provide visibility for the chapter and to raise funds to cover chapter operating costs.

B. The board shall decide upon the topic of the meeting and select the Conference General Chair and Technical Chair. The chapter Treasurer will provide all needed administrative and financial support.

C. The board shall approve the conference financial arrangements in the annual budget in cooperation with the Treasurer and the conference General and Technical Chairs.

D. Any proposed changes to the approved conference budget must be approved by the board as a chapter budget change. However, slight changes in costs due to changes in rates or similar factors will not require
Article XI - Amendments to the Bylaws

A. The board may amend the bylaws by a 2/3 majority vote at two consecutive meetings. The intention to propose a bylaw amendment must be advertised to all board members by the amendment sponsor at least one week in advance of the first board meeting. If approved at the first board meeting, notice of the planned bylaws change shall be distributed to the chapter members to provide them an opportunity to comment on the proposed change before the second vote. Amendments to the bylaws shall become effective on the date they are approved by the second vote.

B. A vote by the general membership is not required.

Article XII– Adoption

These bylaws shall be adopted by the following process:

A. The board shall review, modify as necessary, and approve them for review by the chapter membership.

B. The bylaws will be posted on the chapter web site.

C. Chapter members shall be notified of the proposed bylaws and asked to provide comments to one or more board members if they have concerns or suggestions.

D. The board shall incorporate any beneficial suggestions and approve the bylaws.

E. The bylaws shall become effective on the date they are approved by the board.