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5 **BYLAWS OF THE OF THE AMERICAN HELICOPTER SOCIETY, INTERNATIONAL**
6 **HAMPTON ROADS CHAPTER**
7 **(Adopted – December 10, 2013)**
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11 **Article I - Name**

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13 This organization is named American Helicopter Society, International (herein referred to as AHS),
14 Hampton Roads Chapter (herein referred to as HRC).
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16 **Article II - Purpose**

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18 The AHS with its chapters is a non-profit 501C(3) organization. The role of HRC is to further the goals of
19 AHS by any or all of the following:
20

21 A. Sponsoring events to provide members with an opportunity to listen to speakers on a variety of topics in
22 the field of vertical flight and to meet and interact with fellow AHS members.
23

24 B. Joining together members of diverse backgrounds, including engineers, pilots, technicians, educators,
25 students, and operators who all have a common interest in rotorcraft and VSTOL technology.
26

27 C. At the discretion of the Southeast Regional Vice President, administering the AHS Southeastern Region
28 Lichten technical paper competition.
29

30 D. Conducting events that encourage membership and recognize accomplishment of chapter members for
31 their achievements in the field of vertical flight.
32

33 E. Sponsoring technical specialists' meetings in the areas of industry-wide interest that may include
34 rotorcraft structures, propulsion and military operations technology.
35

36 F. Supporting high school student interest in science, engineering and mathematics through science fair cash
37 awards and college scholarships and by financially supporting the Vertical Flight Foundation.
38

39 G. Financially supporting museums and institutions whose subjects include an emphasis on vertical flight.
40

41 H. Supporting non-profit organizations that assist military service families.
42

43 **Article III - Membership**

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45 A. As defined by AHS, any individual residing in Virginia, except in the Washington, D.C. metropolitan
46 area, is eligible for AHS membership in this chapter.
47

48 B. There are different types of membership with membership dues set by the AHS and payable to AHS. It
49 is noted that none of these dues are returned to the chapter. Individuals must be current with their dues to be
50 considered a member of AHS and HRC.

51
52 C. Both members and nonmembers are welcome at events sponsored by the HRC, however, the cost of
53 participation may depend on membership status. Individuals with lapsed dues will be required to pay
54 nonmember rates.

55
56 **Article IV - Board of Directors**

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

60
61 B. In the event that a position is vacated mid-term, the board must either a) reassign the duties to other
62 board members who are willing and able to do them, or b) appoint a replacement.

63
64 C. The positions on the board shall be: President, Vice President/Program Chair, Secretary, Publicity Chair,
65 Treasurer, Technical Chair, Education Chair, Membership Chair, Industry Representative, Military
66 Representative and up to three Members-at-Large with the number of at-large members to be established by
67 the board. The duties of each of the members of the board are described in Article V.

68
69 D. The board may form temporary or *ad hoc* committees that may include individuals not on the board.
70 Examples are: Awards Committee, Technical Specialists' Meeting Committee, Seafood Feast Committee
71 and Bylaws Review/Amendment Committee. These committees will serve for a limited time at the discretion
72 of the board.

73
74 **Article V - Officer Duties**

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

79
80 A. The President represents the local chapter in all official activities. The President calls for and presides at
81 board meetings and general meetings. The President maintains a supervisory view of all projects authorized
82 by the board to ensure that they are accomplished with satisfactory quality, timeliness and cost. The
83 President shall prepare, with the assistance of other board members, all reports required by AHS and its
84 Southeastern Region. The President shall organize and chair the committee to recruit new board members,
85 both to fill mid-term vacancies and to prepare the bi-annual slate for election by all chapter members.

86
87 B. In the event that the President is absent, the Vice President/Program Chair will assume the President's
88 responsibilities. The Vice President/Program Chair is also responsible for developing programs and
89 scheduling speakers for and organizing regular luncheon and dinner meetings. This includes making
90 arrangements with the hosting facility, preparing descriptive program flyers, distributing these flyers to the
91 board, the web master and AHS and procuring appropriate gifts of appreciation for speakers.

92
93 C. If the Vice President is also absent, then another board member shall be appointed to assume the
94 president's responsibilities during the President's absence.

95
96 D. The Secretary is responsible for recording minutes of board and general meetings and distributing them to
97 the board promptly thereafter and maintaining an archive of chapter documents including these Bylaws and

98 the meeting minutes.

99

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

103

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

110

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

114

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

118

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

121

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

126

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

131

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

135

136 **Article VI- Terms of Office**

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138 A. Each member of the board of Directors shall be elected for a two year term beginning approximately July
139 1. However, officer’s whose term began January 1, 2013 shall serve until June30, 2014 to bring terms of
140 office in compliance with AHS guidance. Terms of office may be staggered to provide continuity from year
141 to year.

142

143 **Article VII - Board Meetings**

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145 A. The board will meet approximately monthly at a mutually agreeable location. Board meetings will
146 generally be scheduled at the previous meeting. However, special meetings may called by the President or
147 requested be any member of the board.

148

149 B. A simple majority of the board constitutes a quorum. When a quorum is present, a simple majority of
150 those present is needed for a motion to pass. Decisions regarding the annual budget or major program
151 activities shall require a quorum. Lacking a quorum, less important decisions may be approved if there is a
152 consensus among those present. The President shall decide if the action is one requiring a quorum.
153

154 C. Only board members present at the meeting may vote. Although a single person may hold more than one
155 position, e.g. President and Industry Representative, that person shall have only one vote. Members may not
156 vote *in absentia*.
157

158 D. Lacking a quorum, or if the sense of the quorum present is that the measure should be considered by the
159 entire board, the proposal may be put to the entire board by an email distributed by the President. Board
160 members will be given one week to vote. In this case, a measure will pass based on a simple majority of the
161 entire board membership.
162

163 **Article VIII - Elections**

164
165 A. The Nominating Committee shall consist of the current President, the Vice President/Program Chair and
166 the Industry and Military Representatives. The committee should strive to nominate members with varied
167 backgrounds and interests in the field of rotorcraft so as to represent the diversity of the local chapter. It is
168 recommended that members from government-DoD civilian, government – NASA, government-military
169 and industry are represented, if possible.
170

171 B. The Nominating Committee may develop its own nominees and, in addition, solicit volunteers or
172 nominations from the general membership.
173

174 C. The slate should be completed by March 31, so that the ballots can distributed, returned, counted and
175 results announced by June 30. The Nominating Committee shall provide AHS a ballot listing the
176 nominations for distribution to the chapter members. Ballots shall be cast via email, the chapter web page or
177 returned by conventional mail to the chapter's post office box.
178

179 D. Results of the election should be submitted to AHS as soon as possible for distribution to the
180 membership.
181

182 E. New members of the board should be installed at the July board meeting or as soon as possible thereafter.
183 Waiting for a luncheon or dinner chapter meeting might unnecessarily delay installing new board members.
184

185 **Article IX - Technical Specialists' Meetings/HELMOT**

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187 A. The chapter has traditionally hosted a Technical Specialists' or HELMOT meeting each year to provide a
188 technical interchange for AHS members, to provide visibility for the chapter and to raise funds to cover
189 chapter operating costs.
190

191 B. The board shall decide upon the topic of the meeting and select the Conference General Chair and
192 Technical Chair. The chapter Treasurer will provide all needed administrative and financial support.
193

194 C. The board shall approve the conference financial arrangements in the annual budget in cooperation with
195 the Treasurer and the conference General and Technical Chairs.
196

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

199 budget revisions.

200

201 **Article XI - Amendments to the Bylaws**

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

209

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

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212 **Article XII- Adoption**

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214 These bylaws shall be adopted by the following process:

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

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

219

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

222

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

224

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