

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**BYLAWS OF THE 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 VFS) Hampton Roads Chapter (herein referred to as HRC).

Article II - Purpose

The VFS with its chapters is a non-profit 501C(3) organization. The role of HRC is to further the goals of VFS 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 VFS 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 vertical flight technology.
- C. At the discretion of the Southeast Regional Vice President, administering the VFS 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 and vertical flight structures, propulsion, and military operations technology.
- F. Supporting student interest in science, technology, engineering and mathematics through science fair awards, college scholarships, and outreach into schools.
- 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 VFS, any individual residing in Virginia, except in the Washington, D.C. metropolitan area, is eligible for VFS membership in this chapter.

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

50

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

54

55 **Article IV - Board of Directors**

56

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

59

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

62

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

67

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

72

73 **Article V - Officer Duties**

74

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

78

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

85

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

91

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

94

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

98
99 E. The Publicity Chair is responsible for informing members of all upcoming activities and shall prepare and
100 distribute information such as press releases to bring the activities and accomplishments of the chapter to the
101 attention of the VFS and the general public.

102
103 F. The Treasurer is responsible for maintaining all chapter financial accounts, regularly reporting to the
104 board in a clear and complete manner their status, preparing annually a draft budget, only making
105 expenditures in accordance with an approved budget or other directions of the board and reporting to VFS, in
106 response to its requirements. Although it is permitted that the Treasurer deviate slightly from the approved
107 budget as situations arise, all significant deviations must be approved in advance by the board. Records of all
108 transactions shall be kept in an orderly fashion that would facilitate review by the board of VFS.

109
110 G. The Membership Chair is responsible for maintaining and increasing membership through maintaining a
111 roster of dues –current members, encouraging dues-lapsed members to renew membership, conducting local
112 membership drives and coordinating with the VFS membership committee.

113
114 H. The Technical Chair is responsible for conducting the Lichten Award competition for the Southeast
115 Region of VFS (at the request of the Southeastern Region Vice President) and conducting the competition for
116 Engineer(s) of the Year.

117
118 I. The Education Chair is responsible for organizing chapter participation in the regional high school science
119 fair, conducting the chapter's college scholarship competition, and outreaching to the local school districts.

120
121 J. The Industry Representative is responsible for maintaining an awareness of rotorcraft/vertical flight-related
122 industries within the geographical boundaries of the chapter, encouraging participation of these industries and
123 their employees in chapter events and organizing the industry participation in the chapter-sponsored technical
124 specialists' meetings.

125
126 K. The Military Representative is responsible for maintaining an awareness of rotorcraft/vertical flight-
127 related military organizations within the boundaries of the chapter, encouraging participation of these
128 activities and their personnel in Chapter events and supporting chapter events that require coordination with
129 military organizations, functions or personnel.

130
131 L. Members at Large are responsible for representing the chapter membership, maintaining an awareness of
132 activities and issues in the areas in which they work that impact the chapter and the rotorcraft and vertical
133 flight community and encouraging membership in VFS in the places where they work.

134 135 **Article VI- Terms of Office**

136
137 A. Each member of the board of Directors shall be elected for a two-year term beginning approximately July
138 1. Terms of office may be staggered to provide continuity from year to year.

139 140 **Article VII - Board Meetings**

141
142 A. The board will meet approximately monthly at a mutually agreeable location. Board meetings will
143 generally be scheduled at the previous meeting. However, special meetings may called by the President or

144 requested be any member of the board.

145

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

150

151 C. Only board members present at the meeting may vote. Board members participating virtually shall be
152 considered in attendance and may vote and count towards a quorum. Although a single person may hold
153 more than one position, e.g. President and Industry Representative, that person shall have only one vote.
154 Boardmembers may not vote *in absentia*.

155

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

160

161 **Article VIII - Elections**

162

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

168

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

171

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

176

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

179

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

182

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

184

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

188

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

191

192 C. The board shall approve the conference financial arrangements in the annual budget in cooperation with

193 the Treasurer and the conference General and Technical Chairs.

194

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

198

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

200

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

207

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

209

210 **Article XII- Adoption**

211

212 These bylaws shall be adopted by the following process:

213

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

215

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

217

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

220

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

222

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