

BYLAWS
of
CENTRAL ILLINOIS AEROSPACE, NFP

Adopted 25 May 1992
Amended 2 March 1993
Amended 6 July 1993
Amended 1 November 2011

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ARTICLE I. NAME

The name of this organization shall be CENTRAL ILLINOIS AEROSPACE, NFP.

ARTICLE II. PURPOSE

The Purpose of this organization is to promote the science of aerospace modeling and rocketry in an educational and recreational atmosphere and to unite those within the community who share this common interest.

ARTICLE III. AFFILIATION

This organization will secure affiliation with one or more accredited national rocketry organizations such as the National Association of Rocketry (NAR) and the Tripoli Rocketry Association (TRA). It will also enter into an affiliation relationship with the Champaign Park District (CPD) and abide by the CPD's requirements for affiliated organizations.

ARTICLE IV. MEMBERSHIP

1. Any person with a legitimate interest in rocketry is eligible to become a member.
2. Each member will be required to pay annual dues in an amount determined by the Executive Committee. A discounted dues option will be offered to family members of a full dues paying member who reside at the same address and who would otherwise qualify as Junior members of the NAR.
3. Each full dues paying member is entitled to one vote for each issue that is brought before the membership during the course of conducting business.

ARTICLE V. OFFICERS AND THEIR DUTIES

1. The following offices will be filled as outlined in Article VI of this document.
 - A. **PRESIDENT.** The President will serve as coordinator of meetings and events, and liaison to other community organizations and media, including the Champaign Park District. The President will preside over organization meetings, will maintain active membership in the NAR and will secure NAR individual insurance.
 - B. **VICE-PRESIDENT.** The Vice-President will serve in the absence of the President, will maintain active membership in the NAR and will secure NAR individual insurance.
 - C. **SECRETARY/TREASURER.** The Secretary/Treasurer will maintain the club membership list, will record the minutes of organization meetings, will handle organization correspondence, will handle and keep an accurate record of all organization finances and transactions, will collect membership fees, will maintain all of the organization's bank accounts and investments prudently, and will prepare and submit an annual financial report to the membership, and other reports as required to the CPD, local, state and federal authorities. The Secretary/Treasurer will complete all filings with state and federal authorities required to maintain the non-profit corporation and tax exempt status of the organization. The Secretary/Treasurer will maintain active membership in the NAR and will secure NAR individual insurance.
 - D. **DIRECTOR OF OPERATIONS.** The Director of Operations will oversee the operations and equipment for launches and special events. This will include assigning Range Safety Officer(s), Launch Control Officer(s) and any other positions as needed. The Director of Operations will secure Federal Aviation Administration (FAA) waivers and other authorizations for rocket launch activities as necessary. The Director of Operations will maintain active membership in the NAR and will secure NAR individual insurance.
 - E. **NAR SENIOR ADVISOR.** The NAR Senior Advisor will serve as representative to the NAR from this organization and will report to the organization on NAR issues and changes on an ongoing basis. The NAR Senior Advisor will maintain active membership in the NAR.
 - F. **TRIPOLI LIAISON.** The Tripoli Liaison will serve as representative to the TRA from this organization and will report to the organization on TRA issues and changes on an ongoing basis. The Tripoli Liaison will maintain active membership in the TRA as a certified member.
 - G. **MEMBER AT LARGE.** The Member at Large will represent membership concerns to the Executive Committee.
2. These officers will make up the Executive Committee and will have charge of the business of this organization except during regular meetings.
3. The Executive Committee will meet at least once every three months and report to the membership at the next regular meeting. A quorum of at least four members of the Executive Committee must be present at these meetings to conduct business.
4. Executive Committee meetings will be open to all members.

ARTICLE VI. ELECTIONS

1. Officers will be elected to one-year terms beginning May 1 of each year and ending April 30 of the following year.
2. Elections will be held at the membership meeting held nearest March 1 each year. The nominee for each office with the largest number of votes cast among members present and voting will assume that office. If requested by one or more members, elections will be by secret ballot. Members must be present to vote. Proxy voting will not be permitted.
3. There is no limit to the number of terms one may serve.
4. Any member may run for any office.
5. Members may hold only one office on the Executive Committee concurrently.

ARTICLE VII. VACANCIES

In the event of a vacancy, the President will call for an immediate election to fill an unexpired term.

ARTICLE VIII. MEETINGS

1. This organization will hold at least four regular meeting of members in each calendar year for the purpose of conducting business.
2. An Annual Meeting of the organization will be held for reports to the membership and executive committee elections at the regular membership meeting nearest March 1 each year.
3. A quorum of at least five members must be present at any meeting for the organization to conduct business.
4. The Secretary/Treasurer will notify members of membership meetings no less than five days prior to the meeting. Notification may be through U.S. Mail or via electronic mail or postings to a public web site or online bulletin board accessible to members.

ARTICLE IX. MEMBER ACTIVITIES

The organization will schedule at least one rocket launch or equivalent member activity each month. Launches will be open to both members and non-members if approved by the Director of Operations. At least one member of the Executive Committee must be present at all rocket launches. If approved by the Executive Committee, the organization may collect a fee to participate in launches to offset the cost of equipment, expendables, launch site maintenance and other operating expenses. Launches may be canceled or suspended in the event of unacceptable weather, other conditions restricting access to the launch field, or upon request of the CPD, Federal Aviation Administration or other authorities having jurisdiction.

ARTICLE X. SAFETY

1. All members will follow the official safety codes of the National Association of Rocketry and the Tripoli Rocketry Association.
2. Only members certified by NAR, TRA or other recognized rocketry organizations will be allowed to fly high power rockets as authorized by their certification level.
3. Federal Aviation Administration waivers will be secured as necessary and will be strictly enforced.
4. The organization will secure club and site owner insurance for all launches.
5. Operations will conform to all other relevant Federal, State, local, Park District and site owner regulations and restrictions.
6. The Director of Operations will designate a Range Safety Officer (RSO) to be responsible for maintaining safe and orderly operations at each launch. The Range Safety Officer in authority at a launch may impose additional restrictions on individual flights or flight activities as deemed necessary to maintain safety. The RSO will maintain communications with landowners, the FAA and other authorities as required during launch operations. A RSO must be present at all times rockets are being launched, and will delegate authority to a substitute RSO if he or she must leave the immediate launch area. The Range Safety Officer must be a CIA member and a Senior member of the NAR with valid insurance. In the absence of the Director of Operations, another member of the Executive Committee present at the launch may designate the RSO.

ARTICLE XI. EDUCATION

This organization's primary objective is the promotion of aerospace modeling in an educational as well as recreational atmosphere. To further this end, this organization will:

1. Educate all members in the science and art of rocket building, the physics of space flight, rocket motor propellants and construction; and safety procedures in construction, pre-flight preparations, and launch procedures.
2. Work with community organizations that request to be educated in the field of aerospace modeling.
3. Promote safe aerospace modeling in any manner that reflects in good taste the goals and objectives of this organization.

ARTICLE XII. THE TREASURY

1. The Secretary/Treasurer will forward all membership fees received to a bank account maintained in the name of "Central Illinois Aerospace, NFP."
2. Funds will be expended by a vote of the membership present at a regular meeting, or a majority of the Executive Committee. The Secretary/Treasurer may expend funds up to \$100 as needed to

maintain orderly operations without seeking approval in advance, but will report on any such expenditures at the next regular meeting of the Executive Committee.

3. The Secretary/Treasurer will make a full report of all income and expenditures to the organization at the Annual Meeting. The Secretary/Treasurer will also report to the CPD as requested. The Secretary/Treasurer may be required to prepare special reports if requested by a vote of the Executive Committee.
4. The Treasurer will maintain any special bank or petty cash accounts that this organization may desire to form in a prudent manner.

ARTICLE XIII. AMENDMENTS

Amendments to these Bylaws may be made by the following process:

1. Proposed changes or additions will be made in writing and submitted to the Secretary.
2. The Secretary will forward the proposed amendment to the Executive Committee to study, and post it for members to consider, at least five days before the next regular membership meeting.
3. The amendment will be voted on at the next regular meeting of members, with a majority vote of the members present required for passage. Proxy voting will not be permitted.

ARTICLE XIV. DISSOLUTION

In the event that this organization should dissolve, any remaining funds will be transferred to the Education Committee of the National Association of Rocketry.

ARTICLE XV. ADOPTION

We, the duly sworn Officers of this organization, agree to abide by and enforce these Bylaws enacted this, the twenty-fifth day of the month of May, in the year nineteen-hundred and ninety-two by a majority vote of the membership.

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