

## Article I Name and Purpose

### Section 1: Name

The name of the organization is the "Bay Area Paragliding Association" (henceforth BAPA).

### Section 2: Purpose

The purpose of BAPA is to provide an organization to promote and advance the sport of paragliding (henceforth paragliding), which can be realized through the following methods:

A. Acquiring Bay Area flying sites by working and cooperating with governmental agencies, clubs, and private individuals.

B. Promoting safety and providing assistance to all paraglider pilots.

C. Improving and maintaining a positive public image of paragliding.

D. Providing forums for; promoting the exchange of ideas, information, and skills associated with paragliding; engaging in and enjoyment of paragliding.

D. Creating a means for arbitration to consider, decide, and act on disputes relating to the paragliding community.

## Article II Affiliation

### Section 1: National

BAPA will be affiliated with the United States Hang Gliding Association (USHGA), and will maintain current chapter membership.

## Article III Membership

### Section 1: General

Membership in BAPA is open to anyone interested in paragliding, regardless of race, creed, sex, or national origin.

Non-members will become members upon submitting a club application and paying the annual dues. Once a person has established member status, that status will remain in effect for the duration of the BAPA fiscal year to which those dues are applied (barring any disciplinary action which supersedes this status).

The body of individuals comprising those people who possess BAPA Member Status at any point in time will be henceforth referred to as the Membership.

### Section 2: Member Voting Rights

All BAPA members (barring any disciplinary action which supersedes this right) shall have the right to vote in any election and on any and all matters of club business.

### Section 3: Membership Renewal

Member status for a member of BAPA is forfeit at the close of the BAPA fiscal year until such time as that member's annual dues for the new fiscal year have been tendered to the BAPA Treasurer (exceptions can only be approved by motion at a Membership Meeting). Forfeiture of a person's BAPA member status will result in a person's reclassification as a non-member.

#### Section 4: Newsletter

Members will receive the BAPA newsletter (henceforth newsletter) monthly. Complimentary subscriptions to the newsletter may be offered to individuals and organizations by Executive Board action or by motion at Membership Meetings.

### Article IV Membership Meetings

#### Section 1: Purpose

BAPA Membership Meetings are organized gatherings of the Membership (henceforth Membership Meeting). Membership Meetings are open to any and all BAPA Members and non-member paragliding enthusiasts.

The purpose of BAPA Membership Meetings is to:

- A. Disseminate BAPA related information to the membership.
- B. Discuss and vote on BAPA related issues and policies.

#### Section 2: Frequency

Membership Meetings will be held monthly, at a time and location to be published in the newsletter, or by special notification, prior to the event.

#### Section 3: Quorum

A quorum shall be 10% of the Membership and a minimum of 50% of the Executive Committee including the President or Executive Committee member selected by the President to preside over the meeting.

### Article V Executive Committee

#### Section 1: Officers

Officer positions in BAPA are voluntary and non-paid. The officer positions are President, Vice President, Secretary, Treasurer, Safety and Education Director, Site Director, Director at Large, and Past President. An individual may only hold one BAPA Officer position at a time. The position of Past President can only be filled by the person vacating the office of president, following the normal completion of that President's term, and will last for one year.

#### Section 2: Executive Committee Members

The Executive Committee consists of all BAPA Officers.

#### Section 3: Meetings

The Executive Committee will meet at any time that reasonable notice is given to the Executive Committee members for the purpose of conducting emergency business that should not wait for the next regular meeting of the club membership, or for the purpose of discussing a disciplinary problem. Executive committee meetings will be open to the membership and dates, times, and locations of emergency meetings will be made available upon request. The number of members attending an emergency meeting of the executive committee will be limited to the space available, with no fewer than two members being allowed to attend. A report of all executive meetings will be given by the president at the next regular Membership Meeting.

#### Section 4: Duties and Powers

The executive committee is the managing body of BAPA. No executive committee member has the power to authorize or execute a binding obligation on behalf of BAPA without prior approval by motion at a Membership Meeting. The committee:

A. Will carry out the directives of the Membership.

B. Provide leadership and guidance for PAPA.

#### Section 5: Responsibilities of Office

Officers should attend the Membership Meetings, participate on the Executive Committee, and fulfill the specific responsibilities of office defined as follows:

A. President: Provides leadership and direction for BAPA. The president presides at all Membership and Executive Committee meetings. The President has the authority to authorize and execute binding obligations on behalf of BAPA, with prior authorization via motion at Membership Meetings.

B. Vice President: Will assume the office of president if the position of president is vacant. The Vice President will preside over Membership and Executive Committee meetings if the President or his delegate are not in attendance.

C. Secretary: Keeps the minutes of Membership meetings and submits those minutes at the next Membership meeting, prepares any necessary club documents, and maintains archives of BAPA records and correspondence.

D. Treasurer: Manages the receipt, disbursement, and accounting of BAPA finances. The treasurer will create a BAPA financial report, in accordance with the BAPA Financial Policy and Procedure document, annually, and as directed by the Executive Committee or by motion at a Membership Meeting.

E. Safety and Education Director: Provides and collects accident report forms from pilots having, or observers of, paragliding related accidents, and submits USHGA Accident Reports as required. The Safety and Education Director disseminates information which is related to or contributes to the safe practice of paragliding to the Membership.

F. Site Director: Manages and coordinates the acquisition of new, and the administration of existing, PAPA paragliding sites. The Site Director appoints Site Managers for each Site administered by BAPA (pending ratification by motion at a Membership Meeting) and serves on all Paragliding Site related Special Committees as a representative of the Executive Committee.

G. Director at Large: Functions as a representative vote on the Executive Committee for the Membership. The Director at Large should be aware of all issues which have an impact on the Membership and the paragliding community.

H. Past President: Serves as a consultant to the Executive Committee to ensure continuity in the goals and objectives of that committee from the previous term through the current term.

#### Section 6: Elections

Officers are elected annually by a majority vote of the membership (the President's vote is withheld for resolution of draws) The procedure for Officer elections are:

A. Nominations of club officers will be tendered and accepted at the Membership Meeting two (2) months prior to the start of the next, BAPA fiscal year. All candidates for office must be members of BAPA.

D. A roster of nominees and a ballot for absentee voting will be published in the newsletter prior to the Membership Meeting one (1) month prior to the start of the next BAPA fiscal year.

C. At the Membership Meeting one (1) month prior to the start of the next BAPA fiscal year, all ballots will be accepted and tallied, and the new officers announced. All absentee ballots must be authenticated, no anonymous absentee ballots will be counted.

D. The new officers will be installed during the start of the BAPA fiscal year.

E. In the event of a tie vote the decision will be made by the current President.

#### Section 7: Vacancy of Officer Position

Upon a vacancy in any executive office other than president, the office will be filled by appointment by the President from the Membership, contingent upon majority approval of the Executive Committee. At the ensuing Membership Meeting, motion can be made to decline the appointment. If no such declination is made, the appointment shall stand for the remainder of the current term.

Vacancy of the presidency will immediately be filled by the Vice President, who will serve as such for the remainder of the President's term.

#### Article VI Special Committees

##### Section 1: General

Special Committees are formed after proposal, discussion, and vote at Membership Meetings.

##### Section 2: Appointment

Appointment of Special Committee members are made as follows:

A. The chairperson of a special committee will be appointed by the President, or by motion at Membership Meetings.

8. Special committee members will be chosen by the Chairperson and by motion at a Membership Meeting.

C. A special committee chairperson or member may be removed from a committee by either 2/3<sup>rd</sup> affirmative vote at a Membership Meeting, or by the President pending affirmative motion at the next Membership Meeting.

##### Section 3: Authority

Special committees have no implicit power or authority other than those passed to them by motion at a Membership Meeting.

##### Section 4: Meetings

Special Committees, other than the Executive Committee, will have meetings scheduled by each committee's chairperson, provided that reasonable notice of those meetings are given to the members of each respective committee. A report of each meeting results will be given by the committee chairperson or the chairperson's delegate at the next Membership Meeting.

#### Article VII Removal from Office

##### Section 1: General

An officer may be suspended from office by affirmative motion at a Membership

Meeting. While suspended, the responsibilities of the office held by the suspendee will be assumed by the Executive Committee. At the next Membership Meeting, either the suspended individual is removed from office by an affirmative 2/3<sup>rd</sup> vote, or the suspension is lifted and the individual is reinstated to office.

## Article VIII Fiscal Year

### Section 1: General

The fiscal year is January 1<sup>st</sup> through December 31<sup>st</sup>

## Article IX Procedures and Regulations

### Section 1: General

BAPA Procedural and Regulatory documents will be created by Executive or Special Committee as deemed necessary.

### Section 2: Sites

Each Paragliding Site administered to by a BAPA Site Manager will have a Site Procedures document which will define the recommendations and regulations to be followed at that site, and any potential penalties for disregarding those directives.

### Section 3: Discipline

Failure to abide by the directives defined in BAPA's procedural and regulatory documents can result in disciplinary action being taken against those individuals involved in the infraction, by majority vote of the Executive Committee, following due process as defined in those documents.

## Article X Amendments

### Section 1: General

The document titled 'BAPA Bylaws' may be amended by a 2/3<sup>rd</sup> affirmative vote at a Membership Meeting. Proposed changes must be published in the Newsletter prior to the vote.

## Article XI Voting Amendments

### Section 1: Electronic Voting (approved November, 2002)

At the discretion of the Executive Committee, votes can be conducted electronically. Members will be notified by email two weeks before the voting deadline that a secure ballot is available on the BAPA website. Results of a vote will be announced at the next membership meeting and published in the club newsletter. A record of votes received will be retained for one year.

Electronic votes are subject to the same voting rules as votes held in person at the membership meetings. Provisions will be made for members who do not have email to vote.