

# Nevada Aviation Association, Inc.

A non-profit corporation

## Bylaws

10/18/2023



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**NEVADA AVIATION ASSOCIATION  
A Non-Profit Organization**

**BYLAWS**

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**1.0 NAME**

The name of the association shall be the Nevada Aviation Association (NvAA), hereinafter referred to as the "Association."

**2.0 MISSION**

The mission of the Nevada Aviation Association is to promote and support airports and aviation in Nevada.

**3.0 OFFICES**

The Association shall maintain an office for the transaction of business and the receipt of communications between meetings of the Members of the Association or its Officers, the location of which shall be designated by the Board of Directors. In the absence of such designation, the general office of the Association shall be the same as the business office of either the Secretary, President, or Executive Director, whichever the Board agrees upon.

**4.0 MEMBERSHIP**

Membership in the Association shall be open to all persons, either individual or corporate, who desire to be a part of the advancement and continued improvement of aviation and airports in the State of Nevada. Each Member shall fit a category of Membership: Regular, Corporate, or Associate. All Members shall be issued such certificates of Membership and/or the Board of Directors may prescribe Membership cards.

**4.1 Regular**

Regular Membership shall be open to those persons exercising active responsibility for the management, general superintendence, or administration of a public-use or private airport in the State of Nevada, and to those persons occupying government positions that have management oversight responsibilities directly related to public-use airports. Regular Group Membership is available for up to four (4) individuals in a county department of aviation or a single airport.

**4.2 Corporate**

Corporate Membership shall be open to those persons exercising active responsibility in a public or private corporation or business that manufactures or provides aviation related products and services, including airline operators, charter companies and fixed-based operators A Corporate Membership may name up to four (4) individuals under a Corporate Membership. Additional individuals may be added for \$25.00 each.

**4.3 Airport Membership**

One membership includes up to four members employed by an airport sponsor. Additional members can be added for \$100 each.

**4.4 Associate**

Associate Membership shall be open to all other persons not represented in Sections 4.1 or 4.2, interested in, and subscribing to the mission of the Association as declared by Section 2.0 of these Bylaws, including but not limited to: helicopter and UAV operators, and aviation related organizations, associations, and government agencies.

**4.5 Applications**

Applications for Membership shall be presented to the Treasurer of the Association and Membership and voting privileges shall not become final until dues are paid.

**5.0 VOTING PRIVILEGES**

Voting privileges are extended to Regular Members and each Member shall have one (1) vote except that each airport shall have only (1) vote and will designate a representative to vote on behalf of the Members from the airport. Voting privileges are extended to Corporate and Associate members so long as they constitute less than half of the Regular Members. Corporate and Associate Member organizations will designate one (1) representative to vote on behalf of the Corporate or Associate Member organization.

**6.0 PAYMENT OF DUES**

Annual dues shall be \$100.00 per Regular Member, \$500 for Airport or Corporate Member, \$100.00 per Associate Member. Regular, Associate, Airport, and Corporate Membership dues allow more than one representative from the Airport, Corporate or Associate Member company to attend the annual conference at Member rates. Dues shall be based on an anniversary date. Dues shall be due on the anniversary date and payable within thirty (30) days of the due date.

**7.0 BOARD OF DIRECTORS**

**7.1 Selection, Term of Office, and Responsibilities**

The administration of the Association shall be vested in a Board of Directors consisting of eleven (11) Members: Past President, President, President-Elect, First Vice-President, Treasurer, two (2) Associate Directors, and two (2) Corporate Directors. All positions shall be held for two (2) years. The outgoing President shall fill the Past President position. The President-Elect and First Vice-President shall be elected in alternating (odd) years starting in 2005. All other positions shall be elected in even years.

## **7.2 Vacancies**

The Board of Directors shall have power to fill all vacancies of Officers or positions on the Board of Directors.

## **7.3 Elections**

The Board of Directors shall be elected at the spring conference or at a special meeting. A Nominating Committee of not less than three (3) Members, preferably from separate categories, shall be appointed by the President thirty (30) days prior to the election. Reasonable effort will be made by the Nominating Committee in selecting candidates for the Board of Directors and Officers in order to provide a Board, as finally elected, that offers a range of representation as to geography, size, and type of airport. Any Member may make nominations other than those recommended by the Committee either from the floor or by filing the name of the nominee with the Secretary. Election shall be by written ballot or email ballot with space provided for additional nominations from the floor, for each position. A majority of the votes cast shall be required to win an election.

## **7.4 Powers of the Board of Directors**

In lieu of not having a quorum during a General Meeting, and to ensure the good order of the Association, the Board is authorized to manage the election of the officers by a simple majority of the Board for the best interest of the organization.

The Board of Directors may remove any Officer or Director by simple majority whenever, in the judgment of the board, the business interest of the Association will be served thereby. The Board shall direct the President to appoint special committees for various purposes. Any board member absent for three meetings in a calendar year shall be considered inactive and removed from the Board. The Board shall appoint a member in good standing to fill the remaining term until the next regularly scheduled election.

## **8.0 OFFICERS**

The officers of the Association shall be President, President-Elect, First Vice-President, Secretary, and Treasurer. The Past President shall serve as an ex-officio Member of the Board.

### **8.1 President**

The President shall be the Chief Executive Officer of the Association. S/he shall preside over all the meetings of the Members of the Association and of the Board of Directors. S/he shall sign and execute all authorized bonds, contracts, or other obligations in the name of the Association and shall perform such other duties as determined by the Board of Directors.

**8.2 First Vice-President**

The First Vice-President shall have such powers and perform such duties as may be delegated to him/her by the Board of Directors. In the absence of the President, or at the direction of the Board of Directors, the First Vice-President shall perform the duties and exercise the powers of the President. The First Vice-President automatically advances to the position of President at the expiration of the President's term.

**8.3 Second-Vice-President**

The Second Vice-President shall have such powers and perform such duties as may be delegated to him/her by the Board of Directors. In the absence of the President and President-Elect, or at the direction of the Board of Directors, the First Vice-President shall perform the duties and exercise the powers of the President. The Second Vice-President shall be responsible for organizing conferences and education for the Association. The Second Vice-President shall succeed the First Vice-President, who shall succeed the President for the purposes of continuity as the election schedule dictates.

**8.4 Secretary**

The Secretary, or the Secretary's designee, shall keep the minutes of the meetings and proceedings of the Board of Directors and Regular Membership meetings. The Secretary shall maintain the NvAA Policies and Procedures Manual for the purpose of identifying day-to-day operational procedures of the NvAA. This manual may be updated from time to time as determined by the Board. The Secretary, or the Secretary's designee, shall be responsible for giving all notices for the Association when directed by the President and shall maintain a list of all Regular, Associate, Airport, and Corporate Members. The Secretary shall attest the signature of the President or First or Second Vice-President to all contracts authorized by the Board of Directors.

**8.5 Treasurer**

The Treasurer shall have custody of all funds and securities of the Association that may come into his/her hands. When necessary, s/he shall endorse, on behalf of the Association, collections, checks, notes, and other obligations, and shall deposit the same to the credit of the Association in such a bank that the Board of Directors may designate.

**8.6 Associate Director**

The Associate Directors are expected to attend the Special meetings as the representative of the Associate Members at the request of the President. Duties of this position are at the discretion of the President.

## **8.7 Corporate Directors**

The Corporate Directors are expected to attend the Special meetings as the representative of the Corporate Members at the request of the President. Duties of this position are at the discretion of the President.

## **8.8 Director Emeritus**

The Director Emeritus is an appointed member for those having served the organization for a lengthy period of time, and who no longer fit in with other membership designation. They do not have voting privileges. Emeritus Directors are exempt from paying membership and conference fees and must be nominated by a member of the Board of Directors.

## **9.0 MEETINGS**

### **9.1 General Membership Meetings**

The Board of Directors shall determine the frequency of the meetings except that a minimum of two (2) General Membership meetings shall be held annually: one (1) in the spring and one (1) in the fall. These meetings may be held virtually at the discretion of the Board of Directors. The President and one (1) other officer may call a Special meeting of the Members of the Association. The President of the Association shall issue by the Secretary or, in his/her absence, any notice of a Special meeting.

### **9.2 Board of Directors Meetings**

The President shall determine the time, place, and frequency of the Board of Directors meetings. Notification shall be given to each board Member prior to the meeting. A minimum of four (4) meetings shall be held and two (2) of the four (4) meetings may be held in conjunction with the General Membership meetings. The President may call additional meetings.

### **9.3 Quorum**

A majority of the voting Membership shall constitute a quorum at General Membership and Board of Directors meetings. A simple majority vote of those present at the meeting shall be sufficient to approve **all** actions under consideration. See section 7.4 regarding a quorum at a General Meeting and By-Law Changes and Officer Elections.

### **9.4 Notice of Meetings**

Written notice of any Regular or Special meetings of the Board of Directors or General Membership shall be given not less than seven (7) days prior to the meeting. Such written notice shall be posted on the NvAA website as a minimum or delivered personally, by electronic mail, or by mail to each Officer or Member at the address s/he has registered with the Secretary.

## **10.0 ELECTRONIC MEETINGS**

### **10.1 Agenda**

- A.** The President shall prepare a proposed agenda for the electronic meeting and distribute via the email and NvAA webpage to the Members approximately one (1) week prior to the proposed end of the electronic meeting. The proposed agenda shall include a date for completion of the electronic meeting. Any Member may ask the President to place an item on the agenda. Such additions should be submitted no less than three (3) days prior to the end of the electronic meeting.
- B.** The President shall initiate discussion on each agenda item.
- C.** The electronic meeting process shall be open for discussion for at least seven (7) consecutive days. Multiple agenda items will be discussed concurrently.
- D.** The webmaster shall ensure that an archive of the electronic communications is maintained for the purposes of minutes of the electronic meeting. A report shall be generated and posted on the website. Once the records are archived and approved, the webmaster may delete the electronic records.

### **10.2 Discussion and Reports**

- A.** All reports shall be delivered to the Members electronically by the start of the meeting, usually three (3) days prior to the end date.
- B.** If the issue to be discussed is not an action item, there is no minimum duration for discussion on that item.
- C.** For action items (e.g., main motions or amendments to motions) shall be available for discussion, motions, points of order, and voting. The President has the discretion to set a time limit for individual action items in order to keep the meeting agenda progressing in a timely manner.

### **10.3 Motions**

- A.** Electronic motions may be made by any Member eligible to vote.
- B.** Nothing further transpires until the motion is seconded via electronic communication.
- C.** The President will then announce the motion and second on the electronic floor and call for discussion. The webmaster will monitor motions and voting on the web page to ensure functionality of the website process.
- D.** Discussion takes place electronically, utilizing procedures in *Robert's Rules of Order, Newly Revised* current Edition. In offering discussion comments,



Members are to first list the number of topics being discussed as listed in the agenda.

- E. Any Member may call for the question. Because this motion cuts off debate, it must first be voted on, before calling for the question. No Member has the unilateral right to end discussion.
- F. The President shall restate the question and call for the vote, stating the cut-off date and time for tallying of the vote on the question at hand. The President shall send an e-mail to all Members when the cut-off time is reached, announcing that the agenda item is closed.

#### **10.4 Voting**

- A. The President shall set an end time for the vote. The webmaster shall manage the voting process through the electronic meeting page. The webmaster shall notify all Board Members when the pre-determined end time for a vote has been reached to announce that voting is closed for that item. Should enough votes be received to pass a motion the President may, in the interest of time, notify all Members calling an end to the vote before the designated time.
- B. The motion passes when a majority of the Board Membership has voted in the affirmative or fails when a majority has voted against the motion.
- C. Votes shall be sent electronically to the President and webmaster. Votes need not be sent to the entire board. The President shall announce the results, indicating the total number of votes for and against.
- D. Votes are not anonymous. The voter's name is used to verify Membership. If an issue is too sensitive, a member may move to vote at an in-person meeting.

## **11.0 CONTRACTS AND FINANCES**

### **11.1 Contracts**

The Board of Directors may authorize any Officer or Officers, agent, or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specified instances.

### **11.2 Cash**

All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.

### **11.3 Audits**

An annual audit of the financial affairs of the Association, and such other audits as the Board of Directors may require, shall be made by an Auditing Committee appointed by the President.

## **12.0 AMENDMENTS**

### **12.1 Proposed Amendments**

Any Regular or Associate Member may propose an amendment to these Bylaws at any time. The proposal shall be presented in writing to the Membership at least thirty (30) days before the next Regular or Special meetings at which a vote will be taken on the proposed amendments.

## **13.0 DISSOLUTION**

**13.1** Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 5 10(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**NEVADA AIRPORTS ASSOCIATION BYLAWS  
APPENDIX A**

**CONFLICT OF INTEREST POLICY**

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**Article I  
Purpose**

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

**Article II  
Definitions**

**1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- A.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- B.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- C.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Article III  
Procedures**

**1. Duty to Disclose**

In connection with any actually or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

**2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

**3. Procedures for Addressing the Conflict of Interest**

- A.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- B.** The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- C.** After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- D.** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**4. Violations of the Conflicts of Interest Policy**

- A.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV  
Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- A.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to

the proposed transaction or agreement, and a record of any votes taken in connection with the proceedings.

#### **Article V Compensation**

- A.** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- B.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- C.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **Article VI Annual Statements**

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A.** Has received a copy of the conflicts of interest policy,
- B.** Has read and understands the policy,
- C.** Has agreed to comply with the policy, and
- D.** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **Article VII Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The period reviews shall, at a minimum, include the following subjects:

- A.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arms-length bargaining; and
- B.** Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable

purposes and do not result in inurement, impermissible private benefit or in excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**Adopted this 18th day of October 2023**

*Kenneth G. Moen, A.A.E., C.A.E.*

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Kenneth G. Moen President – Nevada Aviation Association