



## **Chapter Bylaws**

### **Bylaws of the Channel Islands Chapter of the Association for Unmanned Vehicle Systems International (AUVSI)**

#### **Article I – Name and Purpose**

**Section 1** - This organization shall be called the Channel Islands Chapter of the Association for Unmanned Vehicle Systems International (AUVSI). Channel Islands Chapter represents the linkage between education and technology within the tri-counties area (Ventura, Santa Barbara, and San Luis Obispo). In these Bylaws it is referred to as the Channel Islands Chapter and the Association for Unmanned Vehicle Systems International is referred to as AUVSI. It shall be a nonprofit organization incorporated under the laws of the State of California.

**Section 2** - The Chapter is chartered by AUVSI for the purpose of these goals:

A - Provide a place and forum for learning, developing systems, and testing tactics and technologies in an effort to encourage the advancement of unmanned systems;

B – Establish, promote and maintain an air, land, and aquatic unmanned system test location in order to provide space and capabilities for research, development, test, evaluation, and certification of technologies involved in unmanned systems.

C - Develop partnerships and synergistic relationships to understand, promote and publicize the benefits and capabilities offered by unmanned systems and technologies;

D – Provide a roadmap for the chapters' focus. This roadmap will be reviewed and updated annually;

## **Article II – Membership**

Section 1 – Membership: Membership in the Chapter shall be open to all AUVSI members in good standing.

Section 2 – Rights of Members: Each chapter member in good standing shall be eligible to vote in Chapter elections and on Chapter issues.

Section 3 – Resignation: Any chapter member may resign from a Chapter at any time. Resignation shall not relieve a member of unpaid fees or charges previously accrued.

Section 4 – Any individual may participate in Chapter meetings and activities but will be encouraged to become a Chapter member.

## **Article III – Meetings of Chapter Members**

Section 1 – Regular Meetings: Regular meeting of the members shall be held on the second Tuesday of each month. The standard time will be 6:00 PM PST. However the chapter may occasionally schedule a meeting earlier in the day or on another day to accommodate a speaker presenting remotely from another time zone or to accommodate visiting speaker schedules.

Section 2 – Annual Meetings: An annual meeting of the membership shall take place on or before 15 February, the specific date, time and location of which shall be designated by the president. At the annual meeting the members shall elect officers, receive reports on the activities of the Chapter, and determine the direction of the Chapter for the coming year.

Section 3 – Special Meetings: Special meetings may be called by the President, the whole of the officers, or by a petition signed by five percent of the voting members.

Section 4 – Notice of Meetings: Each member shall be notified of meetings by email and web posting not less than one week prior to the meeting.

Section 5 – Quorum: Minimum of 2 Chapter officers plus 25% of Chapter members constitutes a quorum.

Section 6 – Voting: All issues to be voted on shall be decided by a simple majority of Chapter members present at the meeting in which the vote takes place.

## Article IV – Chapter Officers and Elections

### Section 1 – Officers:

The officers of this Chapter shall be: President, Vice President, Secretary, and Treasurer. The Chapter may vote to create additional officer positions as deemed necessary. All officers shall be AUVSI members.

### Section 2 - Duties of Officers:

**The President** is the principal officer and responsible for leadership and management of the Chapter and its activities in accordance with the policies and procedures of AUVSI and these bylaws. The President shall preside or delegate authority at all meetings of the Chapter. Other duties of the President include:

1. Establishing and maintaining the Chapter website.

**The Vice President** shall preside at meetings in the absence of the President, assist in managing the Chapter, and perform other duties that may be assigned by the President.

**The Secretary** shall keep the minutes of all Chapter meetings. Other duties of the Secretary include:

1. Maintaining the records of the chapter / member group
2. Preparation of the Chapter's annual activity report
3. Submission of any proposed amendment(s) to these bylaws to the Executive Council.

**The Treasurer** shall pay all bills and maintain the Chapter's financial records. Duties of the treasurer also include:

1. Collecting and disbursing all Chapter funds and acting as the custodian of such funds which can only be paid by check signed by the President, Vice President or Secretary.
2. Keeping regular accounts of books belonging to the Chapter which shall be open for inspection to any member of the Executive Council.
3. Making reports on the financial condition of the Treasury as requested at regular meetings, and at the end of the fiscal year.

### Section 3 – Election:

The officers shall be elected by a plurality of member votes from the annual meeting election. They shall take office on February 15 and serve for 2 year(s).

Election Procedure:

- 1) Establish an election administrator
- 2) Establish a quorum
- 3) Establish candidates
  - a. Candidates must be nominated by at least 1 other chapter member
  - b. Candidates must be in good standing with the chapter
- 4) Vote
  - a. The top 2 candidates with the most votes will be entered in the final voting round
  - b. The final round candidate who attains the most votes wins
  - c. In case of a tie, the Executive Council will pick the winner.

Section 4 – Vacancies:

The acting president will send an email to all attendees regarding a new vacancy created by a resignation or removal from office. The president will either include this election as an agenda item at the next regular meeting or will call a special meeting to elect replacement officers to finish the term. The meeting during which a replacement officer is elected will take place a minimum of two weeks after the email is sent notifying the members of the vacancy. Nominations for a replacement officer must be received no less than 48 hours before this meeting either via an email to the president, or via a mechanism provided on the chapter website. The president must alert all chapter members of the nominees via email no less than 24 hours before the start of the scheduled meeting. These nominees may also be posted on the chapter website.

Section 5 – Resignations, termination and absences:

Resignation must be in writing and received by the Secretary. An officer may be removed from his/her position due to excess absences (i.e. more than 4 in a year). An officer may be removed for other reasons by a unanimous vote of the remaining officers or 50% vote of remaining officers plus 25% of members.

**Article V – Executive Council**

Section 1 – The officers of the chapter shall comprise the Executive Council. The President will serve as the presiding officer.

**Article VI – Committees**

Section 1 – The officers may create committees as needed or appropriate. The President will appoint all committee chairs. Committee chairs must be Channel Island Chapter members.

**Article VII – Amendments**

Section 1 - All proposed changes to these Chapter Bylaws shall be approved by Quorum of Chapter members.

**Article VIII - Annual Accounting Period**

Section 1 - The accounting period for the Chapter will be one Calendar Tax Year- that is, a period of 12 consecutive months, beginning January 1 and ending December 31

**Article VIII – Dissolution of the Chapter**

Section 1 - Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of its officers with a majority vote at a meeting publicized in advance to all Chapter members for the purpose of this vote.

\* Names, Dates, Times and Duration subject to vote at 1<sup>st</sup> Official Meeting.