



## **MOTHER LODE CHAPTER BYLAWS**

**June 8, 2010**

### **ARTICLE I. Name**

The name of this organization shall be the Mother Lode Chapter of the Flying Samaritans.

### **ARTICLE II. Objective**

The objective of this organization shall be to offer healthcare and educational assistance to people in rural areas of Baja California.

### **ARTICLE III. Members**

III-1 Membership is open to anyone. Members who are 17 years old and younger can only attend Clinics accompanied by a parent or legal guardian.

III-2 The Board of Directors may nominate and elect by simple majority, Honorary and Lifetime members.

III-2a Honorary membership shall be granted on an annual basis at the discretion of the Board of Directors.

III-2b Lifetime Membership shall be granted to individuals who are active members and have contributed significant time, financial support, and consultative services to the chapter during the years of its existence.

III-2b1 Lifetime Members may make motions and vote on recommendations.

III-2b2 Lifetime Members shall not exceed 49% of the total membership on the Board of Directors.

### **ARTICLE IV. Board of Directors**

IV-1 The Board of Directors shall be the President, President Elect, Recording Secretary, Corresponding Secretary, Treasurer, two Directors at Large, and the Immediate Past President, elected in accordance with Article IV-2.

IV-2 The Board of Directors shall be elected by a plurality vote of the ballots. A slate of nominees shall be proposed by the Nominating Committee (See section VII-1). Nominations may be made from the floor at the March general meeting. Ballots shall be sent to all members in good standing and may be returned by mail or cast in person at the

April meeting. Any positions not filled on the first ballot at the April meeting shall be elected by a plurality of members present and voting in subsequent ballots at the April meeting. Elected directors shall be from the general membership.

- IV-3 The President shall appoint, and at his/her discretion remove, the International Board Representatives and Alternates, Newsletter Editor, Membership Coordinator, Website Coordinator, Committee Chairs, and the following Clinic Coordinators: Medical, Nurse, Translator, Dental, and Transportation.
- IV-4 The term of office for the Board of Directors shall be one year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>.
  - IV-4a If an elected Director position becomes vacant, the Board of Directors shall elect a replacement to serve for the remainder of the term.
  - IV-4b If an appointed position becomes vacant, the President shall appoint a replacement.
- IV-5 The Board shall approve in advance all expenditures above and beyond the routine requirements. Routine requirements are, but not necessarily limited to, postage, newsletters, clinic vehicle fuel, and coordinator phone calls pertinent to clinic scheduling.
- IV-6 The Board shall approve in advance all specialty clinics and surgeries undertaken in the name of the Flying Samaritans.
- IV-7 The Board shall set the policy for the organization, which shall include the utilization or disposal of all donated items.
- IV-8 The Board shall establish the membership dues for the chapter and include a per-member assessment for the International Board (IB) dues. Dues will be paid annually and entitle the member to membership through the calendar year.
- IV-9 Duties of the elected Directors are:
  - IV-9a The President shall preside at all meetings, supervise all activities, and perform such other duties as pertain to the office. S/he shall have authority to sign checks and other legal documents.
  - IV-9b The President Elect shall, in the absence of the President, perform the duties of the president. S/he shall be an ex officio member of all committees and, prior to each meeting, shall inform the president of any committee reports to be given at that meeting.
  - IV-9c The Recording Secretary shall record the minutes of each meeting and submit them for approval at the next meeting. This Secretary shall be responsible for maintaining and passing to his/her successor all records of the organization. In the absence of the President, Vice President, and Immediate Past President, the Recording Secretary shall open and preside over the meeting.

- IV-9d The Corresponding Secretary shall be responsible for the correspondence of the organization and collect and distribute all official mail. All records shall be preserved and passed on to the next Corresponding Secretary.
- IV-9e The Treasurer shall receive and distribute all monies of the organization as authorized by the Board of Directors. S/he shall keep an account of all such transactions and shall report at each meeting. S/he shall prepare the forms requested by the IRS and the International Board of the Flying Samaritans. S/he has the authority to sign checks and conduct banking business on behalf of the chapter. All records shall be preserved and passed on to the next Treasurer.
- IV-9f The Directors at Large shall attend board meetings, make motions, and vote.
- IV-9g In the absence of the President and the President Elect, the Immediate Past President shall perform the duties of the President.
- IV-10 The duties of members in appointed positions are:
- IV-10a The Membership Coordinator shall maintain an up-to-date membership list, which shall include member contact information. S/he shall maintain the signed release of liability and application forms. A copy of the membership list shall be given to each officer and any member upon request. All records shall be preserved and passed on to the next Membership Coordinator.
- IV-10b The Transportation Coordinator shall arrange for the transportation of clinic participants and inform them as to the time, date, and location of departure. S/he shall have authority over all clinic flights. The Transportation Coordinator shall be responsible for assuring the currency of participating pilots, as established by the International Board's Flight Safety Standards.
- IV-10c The Clinic Coordinators (Medical, Nurse, Translator, Dental) shall recruit personnel for the monthly and specialty clinics and provide basic border crossing and clinic information to clinic participants. They shall provide a list of participants to the Transportation Coordinator each month, and perform other functions as appropriate.
- IV-10d The Website Coordinator shall maintain the Chapter's website with current information.
- IV-10e The Newsletter Editor shall collect articles about chapter activity and produce a quarterly newsletter.

## **ARTICLE V. Meetings**

- V-1 Meeting dates, times and locations shall be determined by the Board of Directors and published in the newsletter and on the Chapter website.

V-2 Board meetings are open to the general membership; however, only members with voting status (see Section V-3) may make motions and vote. Members attending clinic are strongly encouraged to attend the board meeting during the month they are planning to travel to Clinic.

V-3 The following members have voting status and are the only members who may make motions, second motions and vote during a board meeting.

**Elected Members (pursuant to IV-1):** President, President Elect, Immediate Past President, Recording Secretary, Corresponding Secretary, Treasurer, and two Directors at Large.

**Appointed Coordinators and Representatives:** Medical Coordinator, Nurse Coordinator, Dental Coordinator, Transportation Coordinator, Translator Coordinator, Membership Coordinator, and two International Board of Directors Representatives.

**Lifetime Members.** Lifetime Member status is honorary and persons elected as Lifetime Members are not required to attend board meetings.

V-4 A quorum shall consist of the attending individual Elected Members, Appointed Coordinators and Representatives and Lifetime Members.

#### **ARTICLE VI. Committees**

VI-1 The Nominating Committee Chairperson shall select two non-board members to serve on the committee. This committee of three shall submit a slate of candidates for the five elected Directors and two Directors at Large positions at the March general meeting. The final ballot, as approved by the Board of Directors, will also be published in the March Newsletter.

VI-2 The Resources Development Chairperson shall be appointed by the President to coordinate all fundraising activities. The Chairperson shall develop a committee to assist in the development and production of the various revenue generating activities and events.

VI-3 Ad hoc committees may be appointed by the President as directed by resolution of the Board of Directors.

#### **ARTICLE VII. Pilot Regulations and Qualifications**

VII-1 Pilots will meet and maintain currency requirements of FAA Regulations, Part 61, including but not limited to medical (61.23), recent flight experience (category and class, night operations, and instrument practice (61.57), Flight Review (61.56).

VII-2 Pilots will use only aircraft that meet the requirements of FAA Regulations, Part 91, and be certificated for flight under instrument flight rules, and shall comply with all of the applicable FAR/CFRs including but not limited to required documents (91.9), airworthiness (91.7), operating limitations (91.9), oxygen (91.211), fuel (91.151 and 91.167), preflight (91.103), safety belts (91.107), operating equipment (91.205, 91.207,

91.209 and 91.213), and transportation and/or use of alcohol or drugs (91.17 and 91.19), and careless or reckless operation (91.13). (The references to specific paragraphs of the FAA Regulations (FAR/CFR) may change due to amendments or number changes, but the FAR/CFR text requirements as indicated herein shall remain notwithstanding any changes in the section numbers.)

VII-3 Pilots will operate in Mexico under the same rules as required in the United States (FAR/CFR, Part 91), EXCEPT when these conflict with Mexican rules, in which case the Mexican rules take precedence.

Note: Mexican rules limit night operations to IFR, and may require multi-engine operation at some airports. Except at and near some tower-operated airports, no night VFR flights are allowed in Mexican airspace.

VII-4 Pilot qualifications: Flying Samaritans, Mother Lode Chapter volunteer pilots will be required to have the following minimum qualifications, which will be attested to each year:

VII-4a A private pilot's license with an IFR rating (no recreation licenses allowed);

VII-4b A minimum of 500 hours as pilot in command, or approval from the Board of Directors if recommended by the Transportation Coordinator;

VII-4c Currency to carry passengers, day and night (as appropriate);

VII-4d Currency under instrument flight rules;

VII-4e A valid and current medical certificate; and

Note: All pilots who began flying for the Mother Lode Chapter on or after June 2, 2001, must meet all the above requirements. Pilots who have flown multiple missions for the chapter prior to June 1, 2001, will not be required to have an instrument rating.

VII-5 All pilots must have completed or must demonstrate the following:

VII-5a A minimum of two trips to Mexico as pilot in command, with two full stop landings, within the past two years,

or

One trip with a current and approved Flying Samaritans, Mother Lode Chapter pilot, as copilot, on any Flying Samaritans, Mother Lode Chapter trip within the past two years; and

VII-5b All new pilots will be notified by the Transportation Coordinator that landings at San Quintín are on an unimproved landing strip. The pilot is responsible to ensure he/she is proficient at such landings.

VII-6 Documentation by pilots: It will be the responsibility of the pilot to provide copies of the following documents to the Transportation Coordinator on or before the board meeting preceding the clinic weekend that he/she is scheduled to fly. It will be the responsibility of the Transportation Coordinator to collect the documents and turn them over to the recording secretary at the board meeting. The documents will be retained as permanent records of the Flying Samaritans, Mother Lode Chapter.

VII-6a Pilot's license

VII-6b Medical certificate

VII-6c Copy of page in pilot's log book indicating the date of the most recent flight review endorsement.

VII-6d Proof of insurance

VII-6e Copy of the aircraft log book indicating the most recent annual inspection and IFR certification.

Note: Pilots will only need to provide this information once per year. Any pilot not providing the above documentation or not notifying the Transportation Coordinator of any changes to the information will not be allowed to fly for the Flying Samaritans, Mother Lode Chapter.

VII-7 Aircraft requirements:

VII-7a All aircraft flown on Flying Samaritans, Mother Lode Chapter missions must be certificated for flight into instrument meteorological conditions (IMC);

VII-7b All aircraft must have a current annual inspection, and Flying Samaritans, Mother Lode Chapter will be provided with the date of the most recent annual inspection;

VII-7c All aircraft must have a current, valid liability insurance policy from a U.S. insurance carrier, covering the passengers, as flown on that trip by a pilot qualified as above, with minimum liability limits of \$1,000,000 per accident.

VII-7d All aircraft shall be insured for each trip to Mexico by a Mexican insurance carrier, as required by Mexican civil aviation authorities.

VII-8 Flight Rules:

VII-8a Pilots shall immediately notify the Transportation Coordinator if he/she does not meet the conditions of paragraph 1 through 8, above, or if there exist any factors affecting the aircraft or pilot which could make uncertain the safe completion of the assigned missions.

VII-8b All flights should be made at an appropriate, safe altitude and within gliding distance of suitable terrain for an emergency landing (FAR/CFR 91.79).

- VII-8c To ensure expeditious tracking of aircraft by ATC on Flying Samaritans, Mother Lode Chapter trips, pilots are encouraged to file an IFR flight plan and fly under instrument flight rules from the departure from the pilot's home airport, to any enroute stop in the U.S., and to the intended first destination airport in Mexico, and on the return flight to the ultimate destination in the U.S. In lieu of flying under instrument flight rules, pilots are encouraged to fly with VFR flight following.
- VII-8d When flying south of the border, all pilots will, whenever practical, maintain radio contact with other Flying Samaritans, Mother Lode Chapter pilots on 122.75 and shall respond to a radio roll-call by the Transportation Coordinator or designee. It is the responsibility of all pilots to confirm routes of flight and ETAs of all other flights prior to departure. When practicable, a person in the U.S. should be advised by the pilot of the flight route, the scheduled clinic, the approximate departure time for the U.S. and the estimated time for arrival at the pilot's home base in the U.S. after the clinic weekend.
- VII-8e On the return flight from Mexico to the U.S., the Transportation Coordinator or designee will conduct on frequency 122.75, a radio roll-call of all aircraft on the Flying Samaritans, Mother Lode Chapter mission. Pilots on the Flying Samaritans, Mother Lode Chapter mission shall, whenever practical, monitor their radios on 122.75 and be prepared to answer to the roll-call, and report any deviations from their proposed plans to return to the U.S., and any changes in passenger lists.
- VII-8f All pilots shall, upon return to their home airport or final destination in the U.S., telephone the Transportation Coordinator or designee with information regarding their arrival and safe return to the U.S.
- VII-8g To ensure rapid notification of any delays or problems with any flight, the following requirements are added as flight procedures: The Transportation Coordinator will ensure that the trip list for each Flying Samaritans, Mother Lode Chapter mission to Mexico reflects accurate information for all pilots and volunteers, including their names, addresses, telephone numbers, and person to be notified in case of emergency.

### **ARTICLE VIII. Parliamentary Authority**

The parliamentary authority for this organization shall be Robert's Rules of Order as most recently revised.

### **ARTICLE IX. Amendments of Bylaws**

These Bylaws may be amended or new Bylaws may be adopted by a 2/3 vote of the Board of Directors.

### **ARTICLE X. Effective Dates of Bylaws**

These Bylaws shall become effective immediately upon their adoption, unless another effective date has been specified.

Adopted November 17, 1987

Amended October 16, 1990

Amended October 10, 2000

Amended April 4, 2006

Amended September 4, 2007

Amended June 8, 2010