BYLAWS

ARTICLE I

ORGANIZATION

1.01 NAME. The organization shall be known as Pilots for Christ International - Wyoming Chapter (Chapter).

1.02 OFFICES. The current principal office of the Chapter in the State of Wyoming is located at Gillette, WY 82717, P.O. Box 94. The organization may have such other offices, within the State of Wyoming, as the Chapter Officers designate or as the business of the organization may require from time to time.

1.03 MISSION STATEMENT. As members of Pilots for Christ International - Wyoming Chapter we acknowledge Jesus Christ to be both true God and true man. We accept Him as our Personal Savior, and Savior of the world. In gratitude to Almighty God for the gift of flight, we endeavor to use our interest in aviation to promote His Gospel throughout the international aviation community, in particular, and the world in general through service and transportation.

1.04 PURPOSE. The primary purpose of this organization is to promote the Gospel of Jesus Christ through aviation and aviation-related activities. Airline cost and timetables in Wyoming can prevent patients and close family from care and support that is important. We strive to share our resources, as an aid, no matter the circumstances by serving all those that require air transportation. “We will use only honest and ethical means in serving those in need. We provide our services free of charge to any needy person/family regardless of their race, religion or ethnic identity.”

Members of Pilots for Christ International demonstrate the love of our Lord and Savior by providing these transportation resources voluntarily to such individuals or groups in need, medically or other by approval.
Eligible passengers include:

- Ambulatory persons who can be certified as medically capable to travel in a small aircraft to and from areas of treatment.
- Non-ambulatory patients who do not require in flight medical treatment.
- Relatives who need to visit seriously ill (life threatening) patients.
- Others in need of transportation or emergency assistance via small aircraft.

Missions deemed for convenience purposes only, will not be approved and/or provided by members.

1.05 AREAS OF SERVICE. Activities of this organization focus on the following:

- Transport patients, relatives, and supplies in medical emergency situations.
- Fly missions of mercy.
- Counsel and instruct youth groups and others about flying and the PCI Mission.
- Transport ministers to their mission stations.
- Witness at air shows, airports, and other public events.
- Distribute tracts and Bibles free of charge at air shows and airports.
- Foster Christian fellowship at meetings, as appropriate.
- Assist Veterans and other Military Service Members with transportation, counseling and materials.

To further these ends, chapters are recognized by the International Headquarters to function in specific geographical locations. Members are obliged to conform to the above principles.

1.06 QUALIFICATIONS OF A MEMBERSHIP. Chapter members shall maintain a current membership with Pilots for Christ International and adhere to the qualifications of that membership: agree and believe in PCI’s Mission statement, be twenty-one (21) years of age or older, have a registered address, maintain an email with a personal address or having a point of contact that would receive email for you, attend a majority of the scheduled Chapter Board or Wing Committee meetings, and be present at the annual meeting for election of the Chapter Board, in person or via proxy.

Fees or assessments may be levied as a condition of membership to the Members if needed. These fees would be set by the Chapter Board and shall be ratified by the majority of members at the annual meeting.
ARTICLE II
OFFICERS, BOARD OF DIRECTORS

2.01 GENERAL POWERS. The business and affairs of the Pilots for Christ International – Wyoming Chapter will be managed by, or under the direction of, the Officers via an annually elected Board of Directors (Chapter Board).

2.02 BOARD OF DIRECTORS – CHAPTER OFFICERS. The Board of Directors shall consist of the following Chapter Officers: President, Vice President, Secretary, Treasurer, Chaplain, and Past President. Chapter Board of Directors will consist of Officers, plus, optionally, up to four At-Large Officers.

2.03 DUTIES OF CHAPTER OFFICERS. Each Chapter Officer must be able to attend at least a majority of the regularly scheduled business meetings for the period of time which they are in service to Chapter or can be removed by a majority vote of the Board of Directors.

The Chapter Officers shall have full power and authority to exercise all corporate functions conferred upon the organization by law, and in addition to such general powers, they shall have the power and authority to do all things herein specified, subject to any regulations made by the membership, and in addition, The Chapter Officers shall be empowered to:

A. Establish amount and disbursement of Chapter members annual dues, if any.
B. Authorize and provide the institution of individual local wing committees within the State of Wyoming.
C. Refuse to accept or renew the membership of any individual for conduct or acts prejudicial to the best interest and/or values of the organization with approval of the National Headquarters.
D. Hire staff/employees to execute business as directed by the Chapter Officers.

Power and limitations are granted and governed by the bylaws and the members under the sovereignty of Chapter.

2.04 POWERS AND DUTIES OF THE PRESIDENT. The Chapter Board President is the principal executive officer of the Chapter Board, as Chairman of the Board of Directors and shall preside at all Board Meetings. The President provides leadership, organization and vision for Chapter, makes decisions with input of Officers and members. The President shall be the principal spokesman for the Chapter to the public, has full discretion in appointing committees, assigning responsibilities and organizing Chapter activities. The President will vote only on issues to break a dead-lock by other Chapter Officer members. The President shall submit a report to the membership, at least once annually, which shall include all financial statements of the organization and a list of organizational activities. The President shall be the ex-officio member of all standing committees, signs all official documents, and perform such other duties as are normally required of this position.
Retiring President shall submit to the Chapter Board within 90 days, or at the next Annual meeting (whichever is sooner), a report of the operations of the organization for the past year including a written financial statement from the Treasurer.

The President shall, at the end of term of secretary or treasurer, appoint an auditor or committee to audit records before submitting to the new officer.

The President shall establish a webmaster to build/maintain the Association’s on-line assets. The webmaster shall be approved by the Chapter Board.

2.05 POWERS AND DUTIES OF THE VICE-PRESIDENT. Vice President serves as acting President, exercising all the powers and privileges of the President, when the President is absent or unable to fulfill the duties of the office. Closely assists the President, Secretary, and Treasurer in carrying out the duties of those offices. Acts as a check of accountability of the President, Secretary, and Treasurer.

2.06 SECRETARY. Secretary records and keeps minutes of all Chapter meetings and distributes them to Wing Leaders and the members. In the absence of the Secretary at a Chapter meeting, the President will appoint a temporary Secretary for that meeting. The Secretary serves as custodian of the organizational records. The Secretary acts as a check of accountability of the President, Vice-President and Treasurer. The Chapter Secretary shall be bonded, at the Chapter Board’s discretion, in an amount to be determined by the Chapter Board of Directors with bonding cost to be paid from Chapter monies.

The Secretary shall attend to the giving and serving of all notices of the organization, handle general correspondence, except those coming direct from the President.

The Secretary shall be the custodian of all documents, records and office equipment and file all forms necessary for compliance for government entities.

The Secretary shall keep a list of all regular members in the organization and submit this list and changes thereto to the local wings. Local Wings are required to submit membership applications to the Chapter Secretary in a system established separate from these bylaws.

The Secretary shall issue membership packets; handle public information outreach; oversee public communication sources including but not limited to website, newsletters, social media, etc. with Chapter Board Direction.

2.07 TREASURER. The Treasurer has charge and custody of all funds of Chapter; The Treasurer shall keep and maintain adequate and correct financial accounts; provide reports; details of receipts and expenditures for Chapter meetings; Acts as a check of accountability of the President, Vice President, and Secretary. The Chapter Treasurer shall be bonded, at the Chapter Board’s discretion, in an amount to be determined by the Chapter Board with bond cost to be paid from Chapter monies.

The Treasurer shall: Obtain completed mission logs and reimburse expenses as approved; keep records all dispositions of Chapter funds; Keep accurate records of the financial affairs of the
Chapter; Comprise a written financial report (attested by the President) to the Chapter Board at Chapter meetings; record reimbursements, and issue proper receipts; deposit monies as directed by the Chapter Board; Maintain the Chapter’s checkbook and coordinate its use with at least one other officer.

All financial records shall be maintained in a format approved by the Chapter Board, and be readily available for review. Upon resignation, termination of position or vote change, the Treasurer will surrender all records in a Chapter approved accessible and usable format.

2.07 AT-LARGE OFFICERS. The Chapter Board shall divide the State of Wyoming into four (4) quadrants designated as Northeast (NE), Northwest (NW), Southeast (SE), and Southwest (SW). At-large Officers shall be elected by a majority of the Chapter membership or by appointment and approval vote by Chapter Board. Such an appointment or election shall be at any meeting regular or special, or as action between meetings if deemed necessary.

2.08 REMOVAL OF CHAPTER BOARD and/or OFFICERS. Chapter Board Members and/or Officers shall be removed if adherence to the articles the organization are not followed and disqualify that officer member from duty (a thirty (30) day-written notice of intent for removal for cause and appeal right is to be sent by certified mail with receipt requested, by the President to the Officer in question and two-thirds (2/3) majority vote of the remaining Chapter Officers is required at a special Chapter Board meeting to qualify removal. The results of the vote shall be sent to the Officer in question.) When a Chapter Officer position becomes vacant, an interim Chapter Officer will be appointed by the President and approved by the Chapter Board for the duration of the term of office for the vacated position.

Chapter Board and/or Officers may be asked to resign by the remaining Chapter Board or by a majority of the membership, if not active in duties of term.

Any Officer may resign from the Chapter Board at any time by giving written notice to the President of the Chapter Board, unless otherwise specified in the notice, the acceptance of this resignation will not be necessary to make it effective.

ARTICLE III

ELECTIONS

3.01 ELECTIONS AND TENURE. The Chapter Board may have the following Officers: President, Vice President, Secretary, Treasurer, Chaplain, and Past President. The term of office shall be President for four (4) years, Vice President three (3) years, Secretary two (2), Treasurer two (2) years, Chaplain (no term limit), Past President four (4) years. At-Large Officers (Wing Leaders) two (2) years. Officers may repeat and serve consecutive terms. There is no limit to
the number of times that a Chapter Officer may be elected. The Chapter Officers are elected by a simple majority of membership attending the annual business meeting.

Secretary and Treasurer positions may be combined with Chapter Board approval.

3.02 ELECTION OF CHAPTER BOARD OFFICERS. Will be held annually. Election to the Board is by simple majority of the registered Chapter members present at the yearly business meeting. Chapter registered members will be notified of the election meeting newsletter or website and will be posted at least three (3) weeks in advance of elections. Chapter members may request to be nominees to Officer positions verbally or in writing (handwritten or electronic) by submitting their name, address, phone number, chapter membership number, and email address to the President. Nomination deadline for all Board positions is the first day of January. The Chapter Board will review nominations at least one week prior to the January meeting. All elected candidates will be notified by mail.

ARTICLE IV

COMMITTEES

4.01 COMMITTEE MEMBER APPOINTMENT. The Chapter Board may designate one or more committees to include local area Wing committees; each committee shall consist of one or more of the Chapter Officers. The Chapter Board may designate one or more Officers as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee.

The committee(s) may exercise all the powers and authority of the Board, established in these bylaws, in the management of the business and affairs of the committee. No such committee with have the power or authority in the following matters:

a. Approving or adopting any action or matter expressly required by the Chapter Board.
b. Adopting, amending or repealing any Bylaws of the Chapter.

4.02 TENURE. Each member of a committee will serve at the pleasure of the Chapter Board.

4.03 MEETINGS AND NOTICE. The method by which meetings may be called and notice requirements for meetings as set out in the Bylaws will apply to any committee designated by the Chapter Board.

4.04 ACTION WITHOUT A MEETING. Any committee actions, without a meeting or between meetings, shall require a quorum as defined in Article V of these bylaws.
4.05 RESIGNATION AND REMOVAL. Any member of a committee may be removed at any time, with or without cause, by a resolution adopted by a majority of the Chapter Board. Any member of a committee may resign from the committee at any time by giving written notice to the President of the Chapter Board, unless otherwise specified in the notice, the acceptance of this resignation will not be necessary to make it effective.

4.06 COMMITTEE RULES OF PROCEDURE. A committee will elect a presiding officer (Chairman) from its members and may fix its own rules of procedure provided they are not inconsistent with these Bylaws. A committee will keep regular minutes of its proceedings and report those minutes to the Chapter Board at the first subsequent meeting of the Chapter.

ARTICLE V

MEETINGS

5.01 SCHEDULED MEETINGS. The annual business meeting shall be scheduled in January of each year. The purpose of this meeting is for the selection and/or confirmation of the Chapter Board of Directors. A Chapter Board Officer must contact the President by phone, mail, or email if they are not able to attend any scheduled or special Chapter meetings.

5.02 SPECIAL MEETINGS. Any Chapter Board Officer can request to have a special meeting of the Chapter. Special meetings shall have three (3) Board Officers present and the full Chapter Board shall be notified.

5.03 COMMITTEE MEETINGS. The committee chairman has the power to call committee meetings to conduct committee business. All committee members must be notified and given at least one (1) week notice of the meeting to be held, unless a majority of committee members are able to agree on a shorter notice.

5.04 QUORUM. A majority of the Chapter Officers in attendance at the duly called meeting shall constitute a quorum for the transaction of any business for the Chapter. A majority of Local Wing or special assignment committee members in attendance shall constitute a quorum for the transaction of any business for the committee. Tie votes shall be broken by the President/Chairman when necessary.
ARTICLE VI

WINGS

6.01 ESTABLISHING WINGS. The Chapter Board shall have the authority to establish four (4) strategic Wings that represent the Chapter throughout the State of Wyoming. The At-Large Officer to the Chapter Board shall be designated the Chairman for the local area Wing Committee. Wings shall adhere to the principles of these written bylaws.

Wings may elect local Committee Officers which may include: Vice Chairman, Secretary and Treasurer.

6.02 POWERS OF WING CHAIRMAN. The Chairman of each Wing shall be empowered to designate any member from the Wing to represent that Wing at Chapter Board meetings in the event the Chairman is unable to attend. A delegate may be appointed. This delegate shall be provided with a written proxy from the Wing Chairman which shall be submitted to the presiding officer of the Chapter’s Board of Directors meeting. The delegate will then be empowered to exercise the Wing Chairman’s vote in all transactions of the Chapter business.

6.03 WING MONIES. The Chapter Treasurer shall collect the treasury from any active Wing unless other arrangements are made and agreed upon by the Chapter Board of Directors.

6.04 WING ELECTIONS. Wings shall hold an election of Wing committee officers at least once during each calendar year during the two-month period beginning December 1st and ending January 31st each year. Wings Committees may hold Special Elections at any time throughout the year as deemed necessary by the Wing Chairman to elect committee officers.

6.05 WING VIOLATIONS. Wings Committees must not violate any provisions of the Chapter Bylaws.

6.06 WING RESPONSIBILITIES. Wing Committees shall make decisions for or resolve issues on a local basis only. Any regional or statewide issues or decisions shall be given to the Chapter Board for resolution.

6.07 WING DISSOLUTION. In the event of the dissolution of a Wing in which other arrangements were made for treasury, its assets shall be transferred to Chapter Treasurer for deposit into a Chapter bank account.
ARTICLE VII

MISSIONS AND OPERATIONS

7.01 MISSION REVIEW AND APPROVAL. The Chapter Board shall appoint a committee to review and approve mission requests. Guidelines for mission approval shall be addressed by policies and procedures established by the Board.

7.02 MISSION COORDINATOR. The Mission Coordinator shall be appointed by and serve at the pleasure of the Chapter Board of Directors. The Mission Coordinator accepts and screens mission requests via guidelines established in Board policies and procedures. May consult with other Officers as needed.

7.03 FLIGHT/GROUND COORDINATOR. The Flight Coordinator shall be appointed by and serve at the pleasure of the Chapter Board of Directors. The Flight Coordinator shall contact Wing Leaders as appropriate to schedule pilots/drivers for missions.

7.04 CHAPLAIN. The Chaplain shall be appointed by and serve at the pleasure of the Chapter Board of Directors. The Chaplain shall interface with medical facilities, patients and families and provide counseling and spiritual leadership.

The Chaplain, in certain circumstances, deemed appropriate by the majority vote of the Board, the Chaplain may receive reimbursement of expenses and/or compensation for duties performed. These circumstances will be evaluated on a case by case basis.

7.05 FLIGHT OPERATIONS.

1. It shall be the pilot’s responsibility to comply with the Federal Air Regulations and maintain pilot and aircraft currency.

2. Passengers shall not be charged for Chapter provided transportation. Donations from all sources are welcome if appropriate.

3. Patient confidentiality shall be observed as appropriate or as requested.

4. Each Chapter pilot shall self-monitor so that flight standards equal or exceed FAA requirements.

5. Pilots shall comply with all Chapter policies & procedures, guidelines and documentation requirements.
7.06 VAN OPERATIONS.

1. It shall be the driver’s responsibility to comply with all road and travel laws including but not limited to: have a valid driver’s license; be insurable and approved for the operation.
2. Passengers shall not be charged for Chapter provided transportation. Donations from all sources are welcome if appropriate.
3. Patient confidentiality shall be observed as appropriate or as requested.
4. Driver’s shall comply with all Chapter policies & procedures, guidelines and documentation requirements.

ARTICLE VIII

MISCELLANEOUS

8.01 INSPECTION OF BOOKS AND RECORDS. All books and records of Chapter may be inspected by any Chapter member or by other entities with approval of the Chapter Board.

8.02 MODIFICATION OF BYLAWS. These bylaws may only be altered or amended by the affirmative vote of two-thirds (2/3) majority of Chapter members present at a scheduled or special meeting or by a majority of votes received by online polling. Notice of such vote on the bylaws must be provided to the Chapter members at least two (2) weeks in advance and such notice must describe the modification to be proposed.

ARTICLE IX

AMENDMENTS

9.01 AMENDING BYLAWS. Any amendment to the Bylaws of the Chapter shall be approved by the Chapter Board, or a majority of Chapter Officers, prior to presentation to voting members at any scheduled meeting or online polling.

9.02 AMENDING QUORUM. These amendments shall be accomplished by two-thirds (2/3) majority vote of the eligible Chapter members present at the meeting or simple majority of eligible voting members through online polling. Online voting in lieu of a meeting vote may be used at the pleasure of the Chapter Board or majority of the Chapter Officers.

Revised October 2017
Page 10 of 11
ARTICLE X
DISSOLUTION

10.01 CHAPTER DISSOLUTION. In the event of dissolution of the Chapter, its assets shall be transferred to Pilots for Christ International.

These Bylaws were adopted at the __October 11, 2017__ Meeting for Pilots for Christ International – Wyoming Chapter.