

BY-LAWS
WRIGHT CHAPTER
SOCIETY OF FLIGHT TEST ENGINEERS

Article I - Name

The name of this organization is:

Wright Chapter Society of Flight Test Engineers

Its abbreviated title is:

WRIGHT Chapter SFTE

Article II - Objectives

1. The Society of Flight Test Engineers is a fraternity of engineers, whose principal professional interest is the flight testing of aerospace vehicles. The objective of the Society is the advancement of flight test engineering throughout the aerospace industry by providing technical and fraternal communication among individuals, both domestic and international, in the allied engineering fields of test operations, analysis, instrumentation and data systems.
2. These by-laws are to provide for the orderly conduct of Chapter operations within the provisions of the Constitution and By-Laws of the Society of Flight Test Engineers, Inc. (SFTE).

Article III Membership

1. Members, Associate Members, and Affiliates of SFTE who reside in or are regularly employed in the Dayton area of Ohio (and such other areas of Ohio as may be designated by SFTE) are, upon advice from SFTE, members of the Chapter.
2. All individuals who are members of WRIGHT Chapter, SFTE (as defined above) are eligible to hold office (except as noted in Article IV regarding qualifications of the President), vote on these by-laws and amendments thereto, and nominate and vote in election of officers and directors of this Chapter.
3. Membership in this Chapter terminates or is suspended upon advice from SFTE that the person is no longer a member of SFTE, is suspended, or no longer works in or resides in the Dayton Area.

Article IV - Officers' Qualifications, Duties and Elections

1. The Chapter shall have four elected Officers. The Officers shall be: a. President b. Vice-President c. Secretary d. Treasurer.
2. Persons nominated for the office of President must be Members of SFTE as defined by Article III, Section I of the SFTE Constitution in order to avoid possible conflict with Article III, Section 5 regarding voting privileges.

3. These Officers shall comprise the Executive Committee of the Chapter.
4. Duties of officers are as follows:
 - a. The President is the chief executive officer of the Chapter and is responsible for operation of the Chapter in accordance with these by-laws. He conducts all business and technical meetings of the Chapter. He represents the Chapter in matters requiring coordination with SFTE.
 - b. The Vice-President acts for the President in his absence. He shall perform such duties as are assigned by the President.
 - c. The Secretary shall record minutes of all business meetings of the Chapter and Executive Committee and perform routine communications stipulated by SFTE by-laws. He shall maintain a roster of members of the Chapter with mailing addresses.
 - d. The Treasurer shall keep financial records of the Chapter and render a financial report at each regular business meeting, at the annual business meeting, and as requested by the President.
5. Term of office for all elected officials shall be two years or until their successors are elected and will normally begin 1 June.
6. Nominations may be made in two ways:
 - a. By a nominating committee elected by the Executive Committee selected and installed by 15 January of the election year. The slate of nominees prepared by the Nominating Committee shall be publicized to the membership in an e-mail notice no later than 28 February. This slate may be supplemented by:
 - b. Nominations from membership received by 15 March. Nominations from the membership shall be considered valid only if the person nominated is a member of the Chapter, is qualified for the office, and consents to serve by written notification delivered to the President.
 - c. Members of the Nominating Committee are not barred from becoming nominees.
7. Election shall be by an official secret ballot distributed by the Secretary to known members as of 28 February and shall be e-mailed to the members by 30 March.

Balloting will close at midnight, 30 April.

- a. The Teller Committee shall convene and tally the results. A report of the election results shall be delivered to the President by 8 May.
 - b. In case of a tie vote for any office, the tie shall be broken by secret vote of the Executive Committee with any participants in the tie excluded from voting should they be Committee members.
 - c. Results of the election shall be announced to the membership in an e-mail notice no later than 15 May..
8. Vacancy in an elective position shall be filled by the Executive Committee who shall elect a qualified Chapter member to serve the remainder of the term. Such member may or may not be a member of the Executive Committee.

Article V - Meetings

Meetings shall be of two categories business meetings and technical meetings.

1. Three Regular Business Meetings shall be held each year. They shall be scheduled by the Executive Committee

Order of business at business meeting shall be:

- (1) Reading the Minutes of the previous meeting.
 - (2) Financial report.
 - (3) Report of the Executive Committee.
 - (4) Report of Standing Committees.
 - (5) Report of ad hoc Committees.
 - (6) Unfinished business.
 - (7) New business.
2. Special business meetings may be called by the President or shall be called to conduct specific business in response to a petition signed by ten percent of the members of the Chapter.
 3. All business meetings shall be publicized by e-mail notice to members at least ten days prior to the meeting. Business to be conducted at special business meetings shall be specified.
 4. The quorum for business meetings shall be 75 percent of the Executive Committee or 25% of the chapter membership..
 5. Meetings shall be conducted according to Roberts' Rules of Order with the exception that the SFTE Constitution and By-Laws and these Chapter by-laws take precedence in case of conflict.
 6. Regular or special business meetings and technical meetings may be combined, in which case the business meeting shall be held after the technical presentation.
 7. Technical meetings shall be scheduled at times and places convenient to the desires of the Chapter. Specific number of technical meetings to be held each year are not stipulated herein, it being felt that quality of presentations is a more meaningful measure of achievement of objectives than is quantity of presentations.
 - 8.

Article VI - Executive Committee

1. The Executive Committee has the authority to act on behalf of the Chapter. 'It is accountable to the Chapter for adherence to the by-laws. It must render reports of its activities in the business meetings.
2. In case of justifiable emergency the Executive Committee may reschedule any business meeting or the annual election of officers for a period not to exceed one month.
3. The Executive Committee shall meet during the year as called by the President.

4. The Committee may not enter into any contract or understanding, which would cause the Chapter to have indebtedness of greater than unobligated funds on hand by more than the amount of the rebate of dues anticipated from SFTE. Any such obligations shall not be due and payable for longer than thirty days.
5. The Executive Committee shall adopt an annual budget based on the report of the Budget Committee. It shall act within fourteen days of receipt of the report from the committee.
6. The Executive Committee may delegate authority, as it deems necessary.
7. The Chapter and its Executive Committee shall not be liable for or be otherwise responsible for the action of or obligations incurred by any individual member or group of members who act without the specific direction of the Chapter or specific delegation of the Executive Committee.

Article VII - Committees

1. The President shall be ex-officio a member of all committees except the Nominating Committee.
2. The President shall appoint all committees except the Nominating Committee, which shall be elected by the Executive Committee.
3. Standing Committees and their duties are as follows:
 - a. The Program Committee is to establish a slate of technical meetings that serve the objectives of the Chapter.
 - (1) Papers are to be solicited from the membership and also from governmental agencies, contractors or consulting firms regardless of affiliation with SFTE.
 - (2) The Program Committee will select qualified speakers who are, insofar as possible, well known and acknowledged authorities in their fields. All contacts with the selected speaker regarding meeting date, location and audiovisual required will be made by the Program Committee.
 - (3) Arrangements for the meeting place, time, and equipment needed will be made by the Program Committee.
 - (4) Proper and timely liaison regarding the meeting, speaker, and topic will be conducted with the Publicity Committee.
 - (5) Papers presented to the Chapter shall be reviewed by the Program Committee. Should the paper contain significant material of industry-wide interest, the author should be encouraged to prepare it for submittal to SFTE for publication.
 - (6) Handle sales of tickets for any meeting involving costs.
 - (7) Provide for posting of bulletins within those organizations employing members and prospective members.
 - (8) The Program Committee Chair will also serve as the Chapter Representative to the SFTE Technology Council
 - b. The Publicity Committee shall coordinate all notices to the membership and press releases through all available media sources regarding technical and business meetings scheduled and

held. Close liaison with the President, the Program Committee, and the Membership Committee shall be maintained.

c. The Membership Committee will serve the following functions:

(1) Conduct membership campaigns.

(2) Provide the Secretary with changes in membership status.

4. Ad Hoc Committee and their duties are as follows:

a. The Nominating Committee is responsible to select qualified members for the elected positions, to obtain consent of the proposed nominees to serve if elected and when a slate has been selected, to notify the President of the nominations.

b. The Teller Committee receives the ballots, tallies the votes, and reports the results of elections to the President. Ballots shall be preserved by the chairman of the Teller Committee for a period of one month, available for inspection by any nominee upon request.

c. The Audit Committee shall perform an audit of the Treasurer's financial records at the close of the fiscal year. The committee will examine the records for adequacy and accuracy and report their findings in writing to the President.

d. The Budget Committee shall make such studies as are required to make a budget proposal in writing to the President within one month of appointment. Each year following the first year of operation, the income and expenditures of the preceding year's operation will be utilized in formulating the proposed budget.

e. Ways and Means Committee functions will normally be performed by the Executive Committee. Should the need arise, the President will appoint a Ways and Means Committee for specific studies or projects.

Article VIII - Method of Amending By-Laws

1. Proposed amendments to these Chapter By-Laws will be presented in writing to the President.

2. The Executive Committee shall consider the proposed amendments.

a. If, in the opinion of the Committee, the proposal is in conflict with the Constitution or By-Laws of SFTE, the proposed amendment shall be rejected in writing, stating cause, and such rejection shall be read at the next regular business meeting.

b. If, in the opinion of the Committee, the proposal is not in conflict with the Constitution or By-Laws of SFTE, it will be read at the next regular business meeting and voted upon at the following business meeting or if more timely, will be publicized verbatim in a notice to the membership at least 10 days prior to the next business meeting at which meeting the amendment will be voted upon.

3. A proposed amendment requires a favorable vote of two thirds of the members present for passage

Article IX - General

1. SFTE Annual Business Meeting.

- a. The Chapter will normally be represented by the President who will be the delegate.
- b. If the President cannot serve as Delegate, the Executive Committee will select a Member (SFTE definition) who is able to serve as the Delegate.
- c. The Executive Committee may select a first Alternate from those members who are Members, SFTE.
- d. When amendments to the Constitution or Code of Ethics of SFTE are to be voted upon at the SFTE Annual Business Meeting, the Delegate or First Alternate shall cast the votes of the Chapter as instructed by motion of the Executive Committee of the Chapter.