

ROCKY MOUNTAIN FLIGHT TRAINING CENTER

AERO CLUB ADVISORY BOARD

CHARTER

1. Purpose: The purposes of the Rocky Mountain Flight Training Center (Aero Club) Advisory Board (ACAB) are to represent Aero Club membership to the Manager, 21 FSS/CC and 21 MSG/CC to:

- a. Advise and assist on business and operational decisions and activities with the goal of a financially self-sustaining operation that provides superior service to its members.
- b. To create an environment for the general membership to come together as an active club.

2. Responsibilities:

- a. The ACAB will advise Club management as it deems appropriate on:
 - 1) Operating procedures, to include hours of operation, maintenance, flight procedures, training programs, safety issues and other matters, as determined by the ACAB.
 - 2) Business issues such as profit objectives, rental and instructor rates, membership dues and fees, flight instructor qualifications, marketing and the like.
 - 3) Discipline:
 - a) If the Club Manager so requests, advise whether and how to retrain, discipline or remove any member for alleged misconduct, to include unsafe or negligent acts and failing to comply with standard operating procedures, FAA regulations, and/or other appropriate instructions.
 - b) If a Club member so requests, serve as a board of appeal for disciplinary decisions made by the Club Manager. In this capacity, the ACAB will provide a written opinion to the Club Manager.
 - 4) Any other matter concerning the operation of the Aero Club requested by the Club Manager or deemed appropriate by the ACAB.
- b. The ACAB will also:
 - 1) Inform Club membership, as time permits, of its current and planned actions.
 - 2) Publish minutes of its activities and make them available to Club membership via the Aero Club web site.

3. Authorities: The ACAB may:

- a. Have access to any Club records and reports determined by the ACAB to help the Board in the discharge of its responsibilities and duties: financial, operational summaries, maintenance records, etc.
- b. Address military organizations and the local community on behalf of Club membership.
- c. Form committees to work issues, assign projects and make recommendations based on ACAB membership research.
- d. Undertake other "outreach" activities (such as membership drives) with the approval of the Club Manager.

4. Membership: Members of the ACAB will be drawn from Club management (Standing Members) and the general membership of the Aero Club (Active Members). No ACAB member may represent more than one position on the Board at any meeting. Proxies will not be accepted.

a. Standing ACAB Members:

- 1) Club Manager (non-voting).
- 2) Chief Flight Instructor (alternate: designated assistant Chief Flight Instructor) (non-voting).

b. Active ACAB Members will represent the interests of both active and potential members of the Aero Club.

1) Active ACAB members shall be elected annually by voice vote from active RMFTC Aero Club members present, normally each year at the January Safety/Membership Meeting.

2) Henceforth, in December of each year, the ACAB will insure that a notice requesting nominations (including self-nominations) from RMFTC Aero Club members is duly published. These nominations will be posted on the club web site, the scheduling web site, and in the club office. Additional nominations will also be taken from the floor during the January Safety Meeting. Nominations shall be for specific ACAB positions as specified in this Charter.

3) The ACAB President or his/her designated representative shall preside over the election, allowing each nominee a short period, if requested, to describe why he/she wishes to be a member of the ACAB. A simple majority of the active RMFTC Aero Club members present at the election shall elect each board position.

4) ACAB members shall be elected for a period of one year. A member may serve more than one term, if so re-elected. In case a ACAB member cannot continue in his/her position, the ACAB President will request one of the At-Large ACAB members to serve in that position until such time as either a special election at the next Safety Meeting can be held to fill the position permanently or, if less than half the year remains at the time of a vacancy, remaining ACAB voting members remaining may appoint and confirm a replacement.

5) ACAB member names, positions, and contact information shall be posted in the RMFTC Aero Club.

6) All active RMFTC Aero Club members are invited to attend ACAB meetings.

c. Active ACAB Members and their duties include:

1) President (voting). Presides over meetings. Sets the agenda, assigns tasks and projects. Establishes committees and appoints active ACAB Members to oversee projects. Serves as a voting member of all club committees. Approves the minutes.

2) Vice-President (non-voting unless the President is absent). Stands in for the President.

3) Secretary (non-voting). Records meeting minutes, publishes approved minutes, and maintains ACAB files. Maintains the ACAB membership roster, notifies ACAB members of all meetings, and prepares/edits correspondence for the ACAB, when requested.

4) Operations Officer (voting). Chairs committees and works projects pertaining to current and potential issues pertaining to operations, training, maintenance and Standard Operating Procedures (SOPs). Brings SOP, maintenance and other operational issues before the ACAB for deliberation and action.

5) Business Officer (voting). Chairs committees and works projects pertaining to Club business issues (profit objectives, etc.) Reviews Club financial reports. Brings business issues before the ACAB for deliberation and action.

6) Membership/Marketing Officer (voting). Chairs committees and works projects pertaining to marketing, recruiting, retaining, and engaging Club members. Brings marketing and membership issues before the ACAB for deliberation and action.

7) Safety Officer (voting). Advises the ACAB, the Club Manager and other appropriate persons on safety issues.

8) At Large Members (non-voting). Provide expertise to the ACAB. Chairs and/or works on specific ACAB projects, as assigned by the president. Recommends projects and meeting agenda items to the President. Proposes issues to the ACAB for deliberation and action.

NOTE: The ACAB will also include required operations, maintenance and safety advisors appointed by the 21 SW/CC.

5. Meetings: The ACAB will meet as necessary, but no less than once each quarter, and normally once a month (initially the second Tuesday of each month after duty hours).

a. The President will set the agenda with a target date of at least a week prior to the meeting. Agenda items will normally include: Financial/membership/project status, Ongoing Business (reports from officers, committee chairs, project leads, etc.), New Business, and any other issues. The President will conduct each meeting.

b. The Secretary will:

1) Remind ACAB members of upcoming meetings approximately one week ahead of such meetings and provide meeting packets consisting of proposed agendas and corrected minutes of the previous meeting.

2) Record (and publish after-the-fact) draft minutes of each meeting to include: minutes of the previous meeting, a record of attendance, agenda, discussion summary, decisions, open action items and requests for data required by the ACAB.

c. Roberts' Rules of Order will govern the conduct of ACAB meetings.