

ARTICLE III- Administration of the Flying Club

The Whidbey Island Flying Club Manager is a USN MWR employee and is responsible for the day-to-day administration/operation of the Club. The duties and background requirements for this position are set forth in BUPERSINST 1710.22 and in the Navy Flying Club Manager Standard Position Description NF 1101. Additional staff may include Aircraft Maintenance Technicians, one Accounting Technician, and Flight Instructors under contract to the Club. The manager is assisted in policy matters by an elected Board of Directors, as specified in BUPERSINT 1710.22 and also in NASWI Inst 1710.15.

The Board of Directors include a President (who serves as spokesman for the Board), a Vice President, a Secretary, an Operations Officer, a Maintenance Officer, a Safety Officer and a Member-at-Large. Qualifications and duties for BOD members are detailed in BUPERSINST 1710.22. Board meetings are normally conducted monthly and are attended by the NASWI Command Representative and local MWR Representatives. Board meetings are open to interested club members except when executive sessions are convened to address sensitive topics.

Board of Directors are elected from the club membership to serve a one year term. Elections are held in the month of June for Vice President, Secretary, and Maintenance Officer. Elections are held in the month of December for President, Operations Officer, Safety Officer, and Member-at-large. Active duty military members are encouraged and sought for BOD membership whenever available.

Requests for nominations are made via the WINFC Newsletter and “blast emails” two months prior to the elections (April/October). Nominations are accepted via email or at the clubhouse with the WINFC Manager. Nominations close at noon on the date of the respective BOD meetings in May or November. Nominations will be reviewed by the BOD for qualifications and then posted (and blast emailed) in the WINFC Newsletter in May and November one month prior to the elections.

Election voting commences the first business day of June/December and terminates on the last business day of that month. Voting will be by email and retained by the WINFC Manager. Results will be verified by the BOD members whose positions were not being contested. In the case of a tie, an immediate email run off election for the position in question will be held. Members may cast electronic email votes until 1700 on the day preceding the first BOD meeting

following the regular election. It is the responsibility of the Vice President, in conjunction with the WINFC Manager, to assure that election procedures are complied with and to report any violations to the Board of Directors.

BOD members accepting nominations for “off-year” positions are considered to have resigned their current positions effective the day prior to the first day they could take office were they to win the election. Newly elected members to the Board of Directors shall assume the responsibility and authority of their positions on the first monthly BOD meeting following the general election.

Alternate elections procedures may be held during semi-annual membership/safety meetings in June and December if no nominations were received during the normal election cycle. The Vice President will call for nominations and conduct an immediate vote from the membership present to fill only the vacant BOD positions. If unable to fill vacant positions at semi-annual membership/safety meeting, the BOD will appoint qualified members to those vacant positions at the first regularly scheduled BOD meeting.

BOD positions that become vacant “mid-term” may be filled by any qualified WINFC member by a simply majority vote of the remaining BOD members. That interim BOD member will hold that position until the next regular election that includes the vacated position.

The position of Chief Flight Instructor (duties outlined in BUPERSINST 1710.22) may be held concurrently with one of the positions on the Board of Directors.