

**By-Laws of**  
**The United States Coast Guard Aviation Association**

*Known as*

**The Ancient Order of the Pterodactyl**

*'Flying Since The World Was Flat'*

**ARTICLE I**

**Section 1.**

The name of the organization shall be "The Coast Guard Aviation Association," a not for profit, tax exempt, 501 C 3 entity. The members, as a group, shall be known as "THE ANCIENT ORDER OF THE PTERODACTYL" (Short title: PTERODACTYLS)

**ARTICLE II**

**Objectives and Purpose**

**Section 1.**

1. To actively contribute to the enlargement and perpetuation of the history of Coast Guard Aviation and the recognition thereof, both internally and in areas external to the service.
2. To support Coast Guard Aviation and its goals, and to promote interest in such matters in areas external to the service.
3. To maintain informational liaison between present and past members of the Coast Guard Aviation establishment and other interested parties.
4. To promote social contact and camaraderie between all Coast Guard aviation personnel and supporters of Coast Guard Aviation through periodic gatherings, fraternal in nature, both national and regional in scope.

## **ARTICLE III**

### **Membership**

#### **Section 1.**

Regular membership shall include all former and present members of the U.S. Coast Guard who have piloted or flown in U.S. Coast Guard aircraft under official flight orders. Regular membership shall also include designated pilots of other military services and foreign governments who have piloted Coast Guard aircraft while involved in exchange programs between the Coast Guard and their respective service or government.

#### **Section 2.**

Associate membership shall be extended to persons who, in the opinion of the Executive Board, are supportive of the interests and goals of Coast Guard Aviation.

#### **Section 3.**

The qualification for membership for any others not provided for in Sections 1 and 2 of this Article shall be determined by the Executive Board.

#### **Section 4.**

Honorary membership may be conferred upon any person by the Executive Board for outstanding acts of friendship and service to the organization or to Coast Guard Aviation. No dues shall be assessed honorary members.

#### **Section 5.**

Only regular members with paid up dues are entitled to vote. Only regular members may propose changes to the By-laws or to other matters affecting the conduct of the organization. The Office of the President and Vice President must be filled by a regular member.

#### **Section 6.**

Annual dues, in the amount approved by the Board of Directors, will be assessed each member, regular and associate, on 1 July of each year. If a member's dues are in arrears by 31 December of the year, the member's name will be dropped from the mailing list. Reinstatement may be accomplished through payment of the delinquent dues.

## **Section 7.**

Life membership will be conferred upon any regular or associate member paying the required Life Membership fee in the amount approved by the Board of Directors. No subsequent dues will be assessed after payment of this fee.

# **ARTICLE IV**

## **The Executive Board of Directors**

### **Section 1.**

The elected officers of the organization shall be President, Vice-President, Executive Secretary, and Treasurer. The term of office shall be two years. The offices of Executive Secretary and Treasurer may be combined during any two year tenure of the Executive Board.

1. The President shall exercise supervision over all affairs of the organization, call all meetings of the Executive Board and be presiding officer at all regular or special meetings and national conventions.
2. The Executive Vice-President shall, in the absence of the President, act in his capacity. He shall carry out such duties as may be assigned by the President.
3. The Executive Secretary shall provide for the keeping of minutes of all proceedings of the members and the Board of Directors. He/She shall conduct the administrative functions of the organization as directed by the Executive Board and keep record of all such matters and relating correspondence He/She shall maintain a current roster of members and issue membership cards. He/She shall ensure the timely publication of Association information as appropriate. He/She shall ensure communication with members and chapters with respect to general information and materials for inclusion in the newsletter.. He/she shall perform other duties as may be assigned by the President.
4. The Treasurer shall maintain the fiscal records of the organization, collect dues, handle banking and investment transactions, and make financial reports as required. He/she shall publish the financial condition of the organization annually to the full membership. He/She shall perform other duties as may be assigned by the President.

### **Section 2.**

The President shall have the authority to appoint additional board members deemed necessary to provide effective pursuit and implementation of the objectives and

purposes of the Association. The appointees will serve at the discretion of the President. Term of office will normally coincide with the terms of the elected officers.

The appointed board members are but not limited to:

1. The Vice President of the History Committee who shall exercise supervision of historical research and archival procedures. He/she shall be pro-active in developing programs and procedures that effectively contribute to the enlargement and perpetuation of the history of Coast Guard Aviation and the recognition thereof, both internally and in areas external to the service.
2. The Vice President of the Communications Committee who shall be responsible for the formulation and implementation of the organization internal communications, external communications and the distribution of all pertinent information.
3. The Vice President Museums, Restorations and Artifacts shall maintain and develop relationships with such institutions and facilities capable of preserving and exhibiting aircraft and artifacts that will contribute to the enlargement and perpetuation of the history of Coast Guard aviation. He/she will actively seek out aircraft and material of historical significance. He/she will be proactive in the restoration and display of acquired aircraft and artifacts
4. The Vice President of the Unit Support and Agency Liaison shall be responsible for the implementation and supervision of a program of pro-active liaison with all Coast Guard aviation units. This program will be administered at the air station level by local Pterodactyls as directed by the Vice President. He/she will also seek and promote interaction with other agencies whose objective are to inform the citizens of the United States as to the operation and conditions of the maritime forces. He/she shall maintain liaison with each established regional chapters to facilitate these objectives.
5. The Vice President of the Sponsors, Donors and Benefactors Committee shall formulate and sustain individual and corporate contributions and support for worthwhile projects and programs that further the objectives and purposes of the organization.
6. The Vice President of the Annual Convention Committee shall be responsible for and supervise the site selection, agenda, planning activities, and lodging and food selection. He/she will maintain liaison with the sponsoring Aviation unit or other agency to ensure adequate staffing and administration is available from the sponsoring agency. Liaison with Coast Guard Headquarters and other appropriate Coast Guard entities will also be initiated and maintained.
7. The Member At Large is a person well versed in current Coast Guard aviation activities that shall carry out such duties as may be assigned by the President.

8. The Association Newsletter Editor shall be responsible for the editing and publication of the association's periodic news letter. He/she shall also make extensive use of other publications to promote the Coast Guard and the Association.

9. The Association Historian shall be responsible for obtaining and the recording of historical data applicable to Coast Guard aviation and that which affects it. He/she shall maintain an active liaison and working relationship with Coast Guard Headquarters and Area Historians. He/she shall maintain an active working relationship with the Vice President of History. The Association Historian is responsible for maintaining a historical record of the association.

10. The Ancient Albatross of the US Coast Guard, a Coast Guard aviator, is an ex-officio member providing counsel and guidance to the Board. As an ex-officio member he/she is non- voting member.

11. The Enlisted Ancient Albatross of the US Coast Guard, an air-crew member, is an ex-officio member providing counsel and guidance to the board. As an ex-officio member he/she is a non- voting member.

### **Section 3.**

The Executive Board shall have the power to transact general business of the organization, and shall arrange and control its affairs. The Executive Board shall incur no indebtedness in excess of its existing funds.

### **.Section 4.**

The President shall require that an annual audit be made of the organization's fiscal accounts and records.

### **Section 5.**

The Executive Board is authorized to make periodic monetary donations of available funds from the treasury to the Coast Guard section of the National Museum of Naval Aviation or to any other suitable purpose approved by the Executive Board in the amount deemed feasible by fiscal operating conditions.

## **ARTICLE V**

### **Section 1.**

The organization may have a Senior Policy Advisory Committee, appointed by the President, to serve for the same term as the Executive Board. The function of the Senior Advisory Committee is to advise the Executive Board in matters of policy and to

provide aid and assistance in the pursuance of the Association's objectives and purposes.

## **. ARTICLE VI**

### **Section 1.**

Upon application to the President and subject to the approval of the Executive Board, there shall be authorized the formation of affiliated chapters of the organization. Approved chapters shall be local in nature and operated under guidelines promulgated by the Executive Board.

### **Section 2.**

The loyalty and support of the chapter members must remain primarily with the parent organization. Any dues or assessment required by affiliated chapters shall be in addition to those of the parent organization.

## **ARTICLE VII**

### **Section 1.**

The organization shall hold an annual convention which may be in the form of a regular or special meeting. The place and time of the convention shall be prescribed by the Executive Board in accordance with the requirements specified in the ensuing sections of this Article.

### **Section 2.**

The selection of convention sites will, as far as practical, be rotated annually to different continental geographical locations so as to provide maximum opportunity for members in all localities to attend. This rotation is desired in, but is not bound to, the following geographical order: West, South, East, Central. Locations outside of continental United States in corresponding geographical areas may also be considered.

### **Section 3.**

Members at specific sites in pending geographical areas of selection who wish to host the convention should normally present a proposal at the business meeting of the prior convention for approval at that time. This proposal may be presented by a member of the requesting host unit or may be submitted in writing to the Executive Board for

presentation at the meeting. Submission of proposals may be made by non-members representing responsible authority of Coast Guard units.

#### **Section 4.**

Proposals for hosting future conventions at specific sites are not limited to the ensuing convention, but may be made for subsequent future conventions in the appropriate areas of rotation.

#### **Section 5.**

Selection of future convention locations will be made by majority approval of the attendees at the annual business meeting. In the event that no majority approval can be reached at that meeting, the Executive Board will select the location of the convention for the subsequent year only. Proposals beyond the subsequent convention will be considered at the next annual business meeting.

### **ARTICLE VIII**

#### **Section 1.**

The Executive Board shall propose a slate of nominees for office of President, Executive Vice President, Executive Secretary, and Treasurer prior to the annual Convention on odd-numbered years and a new Executive Board will be elected at that convention. Absentee ballots are acceptable at the Convention. This Board will serve for a period of time that encompasses two National Conventions. Should there not be a convention held when a change of officers is due, an election will be held by mail-in vote. An officer may succeed himself or be elected to another office.

#### **Section 2.**

If the office of President should be vacated at any time during the elected tenure of office, the Executive Vice-President will assume the office of President. Vacancies in any of the other offices with less than one year of tenure remaining will be filled at the ensuing election, as stipulated in Section 1 of this Article. If more than one year of tenure remains at the time of vacancy, a special election to fill the office shall be held at the time of assessment of annual dues.

### **ARTICLE IX**

The By-laws may be amended by a majority of regular members in session at a National Convention. However, a motion to submit an amendment for approval by the total membership may be tendered by addressing it to the Executive Board. Upon approval by the Board the proposed amendment will be transmitted to the membership in written form. The ballot shall be returned by a date certain approved by the Executive

Board. The amendment will require the approval of a majority of those regular members responding.

## **ARTICLE X**

Upon the eventual dissolution of the organization by reason of having less than ten members remaining, or for any other reason, the assets of the organization, property, records and monies shall be donated to the Coast Guard Section of the National Museum of Naval Aviation, Pensacola, Florida or to other museums as deemed appropriate by the remaining members.