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NATIONAL INTERCOLLEGIATE FLYING ASSOCIATION BY-LAWS

0. THE NATIONAL INTERCOLLEGIATE FLYING ASSOCIATION (NIFA)

- 0.1 NIFA is a Not for Profit Corporation recognized by the U.S. Internal Revenue Service as a 501(c)3 tax exempt organization.
- 0.2 The purposes of NIFA are to promote, encourage, and foster safety and excellence in collegiate aviation. These purposes shall be fulfilled by developing and advancing aviation education through a wide variety of activities that may include, but are not limited to; conducting Regional and National Safety And Flight Evaluation CONferences (SAFECON) and promoting, encouraging, and fostering communication and cooperation among students, educators, educational institutions, and the aviation industry.
- 0.3 All monies received by NIFA shall be applied exclusively for the not-for-profit purposes and objectives of NIFA, and no part thereof shall inure to the benefit of any private individual.

1. BOARD OF DIRECTORS

1.1 Authority

- A. NIFA, acting through the NIFA Board of Directors, shall have all powers now or may hereafter be granted by applicable state statutes.
- B. The NIFA Board of Directors shall have and retain full authority to manage the business and legal affairs of NIFA, including but not limited to the authority to amend the articles of incorporation, and shall have and retain full authority to direct the activities of NIFA except as otherwise specifically set forth in these bylaws.
- C All official meetings of the NIFA Board of Directors will be conducted in accordance with the rules the board adopts.

1.2 Appointment of Board Members

- A. The number of Board of Directors shall not exceed the limit established by the applicable state statutes. The term-of-office for each member shall be three (3) years, unless otherwise approved by the Board of Directors. The terms of members of the Board of Directors will be adjusted as necessary to ensure that no more than one-third plus one, of the total board terms are scheduled to end in any one year.
- B. The number of Board of Directors shall not exceed the limit established by applicable state statutes. The term-of-office for each member shall be three (3) years, except when the initial term of a board position is adjusted to ensure that no more than one-third, of the total board terms are scheduled to end in any one year.

1.3 Eligibility Requirements for NIFA Board of Directors

- A. Each board member candidate must agree to a three year commitment to the National Intercollegiate Flying Association (NIFA) unless otherwise approved by the Board of Directors.

1.4 Election of NIFA Board of Directors

- A. Elections can be held at any board of directors meeting with a quorum.
- B. Candidates must be nominated and said nomination seconded by a sitting board member or a majority vote of the NIFA Council, except in the initial formation of the board in which case nominations can be made by any NIFA Council member.

1.5 Responsibilities of a NIFA Board of Directors member.

- A. Must attend at least thirty-three percent (33%) of the board meetings held annually either in person or through electronic conferencing.
- B. Serve on any committee assigned by the board of director's chair.
- C. Must provide a minimum average annual contribution to NIFA as set by the board. The contribution can either be personal or through recruited donations.

1.6 Board of Directors Chair

- A. The board shall elect a chair whose term shall be determined by the board.
- B. Duties of the board chair shall include:
 - (1). Plan and conduct all board meetings.
 - (2). Ensure that accurate minutes of all board meetings are maintained and distributed to the NIFA Council and NIFA membership upon request.
 - (3). Attend all NIFA Council meetings as a representative of the NIFA Board of Directors.
 - (4). Ensure that all required legal filings and fees are submitted as required by federal, state, and local agencies having authority over NIFA.
 - (5). Represent NIFA at any requested speaking engagement where appropriate..
 - (6). Recommend the salary and compensation package for the Executive Director
 - (7) Provide an annual performance appraisal of the Executive Director to the Board of Directors

1.8 Removal of NIFA Board of Directors members

- A. Failure to perform the duties assigned, conduct tending to injure the good name of the organization, disturb its well-being, hamper it in its work, misappropriation of organization funds, refusal to annually certify compliance with NIFA's Conflict of Interest policy, intentional violation of NIFA policies Articles of Incorporation or Bylaws, or conviction of a criminal act may result in dismissal from the Board of Directors.
- B. A motion to remove a NIFA Board of Directors member requires a two-thirds majority vote by the remaining members of the board, or
- C. Upon a two-thirds majority vote of the eligible voting members of the NIFA Council.

1.9 NIFA Board of Directors Meetings

- A. The NIFA Board of Directors shall hold at least one board meeting annually.
- B. A quorum shall exist when at least one-half of the board members are present either in person or participating through electronic conferencing, unless prohibited by applicable state statutes.
- C. Passage of any measure before the board shall be based on members present and voting, either in person or through electronic conferencing, unless otherwise specified.

2. NIFA COUNCIL

2.1 Authority

- A. The NIFA Council shall administer sanctioned competitions either through the executive committee in the case of a national SAFECON, or its regional representatives and host schools for regional competitions.
- B. The NIFA Council is solely responsible for all rule making for the NIFA, and may exercise any other powers directly granted by the bylaws. The NIFA Council

shall work with the NIFA Board of Directors to provide continuity in leadership and long range goal formulation for the NIFA.

2.2 NIFA Council Members

- A. The NIFA Council shall be composed of a regional council representative from each NIFA region, a student representative, and council members-at-large.
- B. The total council membership shall be limited to twice the number of active NIFA regions minus one. If the Council finds itself in excess of this number of members, adjustment to the number of Members at Large must take effect before the start of the next competition year. Members holding one-half of the votes entitled to be cast on a matter, represented in person, proxy, or electronic means, shall constitute a quorum.
- C. Not more than one council member may represent or be employed by any one member institution.
- D. Council members term-of-office (other than the student representative) shall be for three (3) years, and shall be filled on a staggered basis so that no more than one-third of the terms are scheduled to end in any one year.
- E. Council members terms shall take effect on July 1st. Unscheduled vacancies shall be filled by a majority vote of the NIFA Council to take effect at the time of need, but shall be only for the remainder of the term-of-office held by the council member being replaced.
- F. The council chair must have been a member of the council for at least one (1) year prior to his/her election as chair.

2.3 Eligibility Requirements for NIFA Council Regional Representatives

- A. Must reside in the region he/she represents. In the event that no person can be found to fulfill the position, the NIFA Council may approve an individual who lives outside the region by a majority vote.
- B. Must have participated as a judge, coach, advisor, or competitor in at least two national and two regional SAFECONS.
- C. Must be considered sufficiently knowledgeable on NIFA competitions and operation by a majority of the NIFA Council.

2.4 Election of NIFA Council Regional Representatives

- A. Regional Council Members shall be elected by the member institutions of each region. Each member institution in good standing, shall have five (5) votes to cast. The Regional Representative must receive a majority of the votes cast by the member schools of the region at the Regional Business Meeting that most immediately precedes the expiration of the current term. The current Council Representative will include election results in the Regional Business Meeting Minutes and make them available to all member schools of the region.
- B. Membership of an elected regional representative shall be confirmed by a majority vote of the NIFA Council.
- C. If a region fails to elect a NIFA Council Regional Representative, the NIFA Council may appoint an individual to the position on behalf of the region. Appointments under such circumstances are not bound by the eligibility requirements as stated in bylaw 2.3. However, the appointee is expected to attend the regional SAFECON annually and maintain communication with the advisors of each member institution in the region.
- D. The regional council representative shall be elected at the regional business meeting held in the competition year during which the current member's term expires.

2.5 Responsibilities of NIFA Council Regional Representatives

Regional Council Member responsibilities include the following:

- A. Ensure that a regional SAFECON is conducted in that region each year.
 - B. Ensure that a regional business meeting is conducted in conjunction with the regional SAFECON.
 - C. Ensure that only NIFA member schools in good standing compete at their region's SAFECON.
 - D. Must attend at least one-third of the council meetings held annually.
 - E. May not be absent from more than two (2) consecutive annual business meetings.
 - F. Serve on any committee assigned by the council chair.
 - G. Perform any additional duties which may be assigned by the NIFA Council and listed in the NIFA standing rules.
- 2.6 **NIFA Council Chair**
- A. A NIFA Council Chair shall be elected annually by the NIFA Council at the council meeting held in conjunction with the national SAFECON for the following competition year.
 - B. The council chair must have been a member of the council for at least one (1) year prior to his/her election as chair.
- 2.7 **Removal of NIFA Council Regional Representative**
- A. Should a regional council member be absent from more than 2/3 of the Council meetings held in a single competition year, or absent from two consecutive Annual Business meetings, the NIFA Council shall review the known circumstances of that regional council member's attendance and involvement in their region's activities and invite that member to respond in a timely manner. The member's response shall be provided to all council members and the NIFA Council shall vote to remove or retain that member. If the council member is removed, the NIFA Council shall fill that vacated seat pursuant to by-law 2.2 (E).
 - B. Failure to perform the duties assigned council members or conduct tending to injure the good name of the organization, disturb its well-being, hamper it in its work, or for specific verified acts of misappropriation of organization funds, intentional violation of the Articles of Incorporation or Bylaws, or a criminal act may result in dismissal from the Council.
 - C. A motion to remove a NIFA Council Regional Representative requires a two-thirds majority vote, or
 - D. A majority vote of that regional representative's regional membership.
- 2.8 **NIFA Council Student Representative**
- A. There shall be a student representative elected to the NIFA Council annually.
 - B. The NIFA Council Student Representative shall have full voting powers on the NIFA Council
 - C. The NIFA Council Student Representative position shall be included in the limitation established for the number of NIFA Council members.
- 2.9 **Eligibility Requirements for NIFA Council Student Representative**
- A. Must be a member of a member institution's team.
 - B. Must be returning to school for at least one (1) full school year after election.
 - C. Must have competed in at least one (1) national SAFECON.
 - D. May be re-elected for a second year if the above criteria are met.
- 2.10 **Election of the NIFA Council Student Representative**
- A. The NIFA Council Student Representative shall be elected by a simple majority vote at the annual business meeting by those member institutions in-good-standing in attendance
 - B. Each member institution shall have an equal number of votes to cast.
 - C. The first runner-up will be designated as the NIFA Council Student Representative if the student elected cannot serve.

- 2.11 Responsibilities of the NIFA Council Student Representative
- A. Represent the voice of the student members in all NIFA Council deliberations.
 - B. Attend a minimum of two-thirds of the NIFA Council meetings held annually.
 - C. Perform any additional duties which may be assigned by the NIFA Council and listed in the NIFA standing rules.
- 2.12 **Election** of NIFA Council Member-At-Large
- A. Member-At-Large council members shall be elected by the NIFA Council.
 1. The NIFA Council will decide by majority vote how many, if any, expiring and open Member at Large Positions will be filled each year. This number must fall within the constraints of 2.2.B. Initial terms of Member at Large positions will be adjusted, as necessary, to comply with 2.2.D.
 2. The number of Member at Large positions to be filled will be published on the NIFA website and distributed to all member schools, council members, and board of director members not later than 60 days prior to the council meeting at which the election will be held.
 3. There will be an open nomination period of at least 30 days from the date of publishing/email notification (whichever occurred last) in which member schools, council members and board members may nominate individuals to fill the available member at large positions. Current members at large whose terms are expiring need not be nominated but will be automatically considered for the position if they so desire and if the council has voted to fill at least one member at large position.
- 2.13 **Responsibilities of NIFA Council Member-At-Large**
- A. Members-At-Large are responsible for performing their duties as established by the NIFA Council and listed in the standing rules.
 - B. Must attend at least one-third of the NIFA Council meetings held annually.
 - C. May not be absent from more than two (2) consecutive annual business meetings.
 - D. Serve on any committees as assigned by the NIFA Council chair.
 - E. Perform the duties and responsibilities of an elected NIFA Council Regional Representative should the elected council member in the region in which they reside, be unable to perform their duties or the elected council position in the region in which they reside becomes vacant. They shall serve in this capacity until such time as the elected council member is able to resume their duties or a new council member is elected.
 - F. Perform any additional duties which may be assigned by the NIFA Council and listed in the NIFA standing rules.
- 2.14 **Eligibility requirements for NIFA Council Member-At-Large**
- A. Must have participated as either a judge, coach, assistant coach, advisor, or competitor in at least two national and/or two regional SAFECONS.
 - B. An exception to A may be made with a two-thirds majority vote of the council.
 - C. Must be an authority in NIFA, aviation, or another area that would prove to be a valuable asset to NIFA.
- 2.15 **Removal of NIFA Council Member-At-Large**
- A. Should a member at large council member be absent from more than 2/3 of the Council meetings held in a single competition year, or absent from two consecutive Annual Business meetings, the NIFA Council shall review the known circumstances of that council member's attendance and involvement in NIFA activities and invite that member to respond in a timely manner. The member's response shall be provided to all council members and the NIFA Council shall vote to remove or retain that member.

- B. Failure to perform the duties assigned council members or conduct tending to injure the good name of the organization, disturb its well-being, hamper it in its work, or for specific verified acts of misappropriation of organization funds, intentional violation of the Articles of Incorporation or Bylaws, or a criminal act may result in dismissal from the Council.
- C. A motion to remove a NIFA Council member at large requires a two-thirds majority vote.
- D. If the council member is removed, the NIFA Council may fill that vacated seat pursuant to by-law 2.12.

3. **EXECUTIVE DIRECTOR**

3.1 **Election of the NIFA Executive Director**

- A. An Executive Director of the NIFA shall be elected by a majority vote of the NIFA Council and confirmed by the Board of Directors.
- B. Compensation for performing the duties of Executive Director shall be approved by the NIFA Board of Directors by majority vote.

3.2 **Responsibilities of the NIFA Executive Director**

- A. Maintain a National Headquarters office.
- B. Establish and maintain close liaisons with groups and individuals who support NIFA and its approved charitable purpose.
- C. Chair the Executive Committee.
- D. Manage the fiscal affairs of NIFA under the direction of the NIFA Board of Directors, and within the guidelines of generally accepted accounting principles and sound fiscal policy.
- E. Assist the NIFA national and regional Safety And Flight Evaluation CONferences (SAFECON) officers and advisors in planning and conducting their SAFECONS.
- F. Assist the NIFA Council Regional Representatives in maintaining the operation of their regional SAFECONS within the guidelines of all applicable IRS Section 501.(c).3. regulations, state statutes, NIFA Articles of Incorporation, NIFA Bylaws, NIFA Special Rules, and NIFA Rules for Intercollegiate SAFECONS.
- G. Perform any additional duties which may be assigned by the NIFA Council and listed in the NIFA standing rules. [SR]

3.3 The executive director may vote on issues before the NIFA Council only in the case of a tie.

3.4 In the event no Executive Director is elected, these duties shall revert to the NIFA Executive Committee.

4. **NIFA SAFECON OFFICERS AND ADVISOR**

4.1 **NIFA SAFECON Officers**

The following officers of the NIFA shall be selected prior to the National Intercollegiate SAFECON and shall serve until after the SAFECON has been completed. They shall be matriculated students at the college or university officially selected to sponsor the National Intercollegiate SAFECON. [SR]

- A. President
- B. Vice President - Conference
- C. Vice President - Contest
- D. Secretary
- E. Treasurer

4.2 **Responsibilities of the NIFA SAFECON Officers**

- A. The President shall plan, organize, and direct the National Intercollegiate SAFECON in consultation with the Executive Committee, and in accordance with

all applicable IRS Section 501.(c).3. regulations, state statutes, NIFA Articles of Incorporation, NIFA Bylaws, NIFA Special Rules, and NIFA Rules for Intercollegiate SAFECONS. The President shall preside at all meetings of the membership during the week of SAFECON.

- B. The Vice President - Conference shall perform the duties of the President when the latter is unable to do so and be responsible for all non competitive events preparation and planning and all conference activities.
- C. The Vice President - Contest shall be responsible for all competitive events preparation and planning.
- D. The Secretary shall keep a record of all NIFA meetings, correspondence and place standings in the National Intercollegiate SAFECON.
- E. The Treasurer shall be responsible for the funds of the association allocated to the sponsoring school for conducting the SAFECON.
- F. Perform any additional duties which may be assigned by the NIFA Council, Executive Committee, or NIFA SAFECON Advisor, or listed in the NIFA standing rules.

4.3 **SAFECON Records**

All records and files of the NIFA SAFECON Officers are property of NIFA, Inc. and must be delivered to the NIFA Headquarters office within ninety days of the conclusion of SAFECON. Copies of the files should be retained by the NIFA SAFECON President or Advisor. [SR]

4.4 **NIFA SAFECON Advisor**

The SAFECON host school shall appoint a faculty or staff member of the institution to assist the officers in the planning and operation of SAFECON. This individual shall be called the NIFA SAFECON Advisor.

5. **EXECUTIVE COMMITTEE**

5.1 The Executive Committee shall make the major operating decisions pertaining to the national SAFECON. The Executive Committee shall consist of:

- A. Executive Director (Chairman)
- B. Chairman of the NIFA Council
- C. Two members of the NIFA Council appointed by the NIFA Council Chairman.
- D. NIFA SAFECON Advisor
- E. NIFA SAFECON President (~~Vice Chairman~~)
- F. NIFA Council Student Representative

5.2 Any four (4) members of the Executive Committee shall have the power to call a meeting. Each member must be given sufficient notice in order to make necessary arrangements to attend the meeting.

5.3 Each member shall have one vote. Proxy votes in writing shall be allowed.

5.4 Minutes of the Executive Committee meetings shall be distributed by the NIFA SAFECON President to all members of the NIFA Council and the Executive Committee.

5.5 There shall be at least two meetings of the Executive Committee, one of which must be held during the National Intercollegiate SAFECON.

6. **BOARD OF SENIOR ADVISORS**

6.1 There shall be a Board of Senior Advisors. Its membership shall consist of outstanding industry, education and government people whose experience and knowledge will be beneficial to the NIFA. The members shall serve as advisors to the NIFA Council and the Executive Committee. They shall be elected by the NIFA

Council and there shall not be a set number. They shall act in an advisory capacity only, with no voting power.

7. MEMBERSHIP

- 7.1 School Memberships are available to any recognized college or university granting associate, bachelor or graduate degrees.
- 7.2 Institutional Memberships are available to industry or governmental organizations interested in supporting the NIFA.
- 7.3 Student Memberships are available to all members of NIFA School and Club flight teams.
- 7.4 Associate Memberships are available to all persons interested in supporting the NIFA.
- 7.5 Honorary Memberships may be conferred upon outstanding individuals in the field of aviation by a majority vote of the Executive Committee.

8. MEMBERSHIP FEES

- 8.1 School, Student, **Associate** and Institutional members shall pay an annual fee **each competition year**, as set by NIFA Council, **in order to be considered members in good standing**. This fee is due September 1 of each year.

9. REGIONS

- 9.1 The NIFA Council shall designate Geographical Regions which cover the United States and Canada.
- 9.2 The NIFA Council may alter regional boundaries by majority vote.
- 9.3 Regional boundaries shall be depicted on a map showing pertinent areas of the United States and Canada. This map shall appear **on the NIFA web site**. Immediately after altering **any** regional boundary, the NIFA **Executive Director** shall publish revised maps depicting the new boundaries.
- 9.4. **Each region must submit a complete set of minutes from all regional business meetings to the NIFA Executive Director.**
 - A. **Any assembly of the regional membership where any resolution is presented for action, other than those pertaining solely to the conduct of the immediate regional SAFECON, shall be considered a regional business meeting.**
 - B. **Minutes of all regional business meetings must be submitted within thirty days of the meeting date.**

10. REGIONAL INTERCOLLEGIATE SAFECONS

- 10.1 Each Region shall conduct one, official elimination Regional Intercollegiate SAFECON between September 1 and **March 15** of each **competition year**.
- 10.2 Each Region shall, by majority vote, determine which school within that Region shall sponsor the official Regional Intercollegiate SAFECON. That determination should be made at each Regional **business meeting** for the following year's SAFECON.
- 10.3 **The NIFA Council Regional Representative of each region shall provide the name of the next year's host school; contact information for the NIFA SAFECON Advisor; and the proposed dates of the regional SAFECON to the NIFA Executive Director within thirty days of the regional business meeting. of the date and place of the next year's Regional Intercollegiate SAFECON and who to contact for details. This information shall then be published by the NIFA Executive Director using appropriate media formats.**
- 10.4 Regional SAFECONS shall be conducted in accordance with the official NIFA Rules, as approved by the NIFA Council, unless by majority vote of the participating teams **in that regional SAFECON**, it is decided to modify those rules. **The following sub-**

sections of section I. General Rules may not be changed except in accordance with NIFA Bylaw 15.

- A. Airplane Eligibility
- B. Team Eligibility
- C. Contestant Eligibility
- F. Practice Flights & Aircraft Checkouts
- G. Safety Precautions
- H. Communications with Contestants. [SR]

- 10.5 A team may compete outside of its Region for practice only, by obtaining approval from the host school **of the regional SAFECON it wishes to attend**. A team may compete in another region officially, to eventually be a representative of that region at the National SAFECON if all five of the following conditions are met: [SR]
- A. That team's regional SAFECON is more than 500 nautical miles, direct distance, away.
 - B. The other region's SAFECON is closer than that region's SAFECON.
 - C. Written approval is obtained from the host school of the other Region.
 - D. A team may compete officially in one regional SAFECON only.
 - E. A team competing outside of its region shall be counted in the region in which it competes (as M_r and P_r) for purposes of determining invitations to the National SAFECON.
- 10.6 Permission for a team to compete outside of its region as an exception to **10.5 the following conditions must be met:**
- A. The member schools of the region in which the school would like to compete in approves by a two thirds majority vote.
 - B. The NIFA Council approves by a two thirds majority vote.
 - C. A team may compete officially in one Regional SAFECON only.
 - D. A team competing outside of its Region shall be counted in the Region in which it competes (as M_r and P_r) for purposes of determining invitations to the National SAFECON.

11. NATIONAL INTERCOLLEGIATE SAFECON

- 11.1 The National Intercollegiate SAFECON shall be held annually between April 1 and June 1.
- 11.2 The National Intercollegiate SAFECON shall be conducted in accordance with the official NIFA SAFECON Rules as approved by the NIFA Council.
- 11.3 The number of teams allowed to compete in the National Intercollegiate SAFECON shall be determined by **a majority vote of** the Executive Committee, with the final number to be specified as soon as possible.
- 11.4 Invitations to the National Intercollegiate SAFECON shall be based on team performance at the Regional Intercollegiate SAFECON. Therefore, each team must compete in the Regional Intercollegiate SAFECON for its region and must be a member of NIFA at the time of the Regional SAFECON to be eligible for invitation the National Intercollegiate SAFECON. **Exceptions:**
- A. **If there is only one member school within a given region, they earn an automatic invitation to the National SAFECON.**
- 11.5 Invitations to NIFA regional members to participate in the National Intercollegiate SAFECON shall be extended in the following order:
- A. The sponsor of the National Intercollegiate SAFECON for that year shall automatically be invited.
 - B. First place winners of each Regional Intercollegiate SAFECON for that year shall be invited.

- C. Additional invitations shall be extended to second, third, and fourth place Regional winners on the basis of total teams authorized to participate in the National Intercollegiate SAFECON by the Executive Committee. These invitations shall be allotted according to the following formula

$$I_r = \frac{M_r + P_r}{M_t + P_t} \times I_n$$

I_r = the total number of invitations to be extended to a particular region in addition to that regional winner's invitation.

M_r = number of NIFA member schools in that region during the previous **competition** year.

P_r = number of NIFA member schools from region that competed in the Regional Intercollegiate SAFECON during the previous year.

M_t = total number of member schools in NIFA during the previous **competition** year.

P_t = total number of NIFA member schools participated in their Regional Intercollegiate SAFECON during the previous **competition** year.

I_n = number of invitations to be extended to the regions in addition to the regional winners.

If I_i is fractional, the following rules shall apply:

- (1) If the fraction is less than .5, the number of invitations extended to the region shall be the next lower whole number, i.e., 1.46 = 1 invitation.
- (2) If the fraction is .5 or larger, the number of invitations extended to the region shall be the next higher whole number, i.e., 1.56 = 2 invitations.
- (3) In the event rounding causes unassigned invitations, the additional invitation(s) shall be awarded to the region with the highest regional ratio of NIFA members plus NIFA member participation in Regional Intercollegiate SAFECON to the total NIFA membership plus the total number of teams that participated in Regional Intercollegiate SAFECONS during the previous **competition** year.

$$\frac{(M_r + P_r)}{(M_t + P_t)}$$

In case of a tie in the regional ratios, the invitation(s) shall be awarded to that region with the highest participation rate (P_r/M_r). If a tie occurs with this ratio, the invitations shall be awarded on the basis of chance, e.g., flip of a coin.

- 11.6 If no Regional Intercollegiate SAFECON is conducted in a particular region, the number of that region's invitations shall be determined solely on the basis of the formula in By-law 11.5. (In such cases $P_r = 0$). When this occurs, the Executive Committee shall decide by majority vote which team shall be invited to the National Intercollegiate SAFECON from that region.

- 11.7 The Executive Committee shall determine the number of contestants from each team to be entered in each event.
- 11.8 One round is defined as a cycle of competition in a particular event in which one contestant from every team entered in the event is allowed to compete. An event shall be considered complete when one round of competition is completed.
- 11.9 **In the event that any scheduled event(s) are unable to be held, the SAFECON will be decided by the results of the events which were completed.**
- 11.10 A Regional "Top Pilot" whose team has failed to qualify for the National SAFECON may compete in that SAFECON as a pilot-at-large. Pilots in this category are eligible to compete in all individual events and are eligible for the Top Pilot Award, but may not accumulate team points. Pilots-at-large must declare their intent to compete within ten days after their Regional SAFECON or 30 days prior to the National SAFECON, whichever is later. At the National SAFECON, a pilot-at-large must have a faculty advisor, although this advisor need not be from the contestant's own school. In this case, a faculty advisor will be assigned to the pilot-at-large by the Executive Committee.
- 11.11 Alternate participants in National SAFECON. In the event a team that has previously been invited **is unable to attend**, the NIFA Executive Director would extend the invitation to the next highest ranked school in the region based on the official regional results of that region, filed with the national headquarters office. If that team does not accept the invitation, the process will be repeated until all schools which competed in the regional SAFECON have refused the invitation or there are less than thirty (30) days before the start of SAFECON. Invitations are not transferable to another region.

12. AWARDS

- 12.1 Awards for the national SAFECON will be decided by the NIFA Executive Committee. Specific rules and guidelines for these awards will be specified in either the NIFA rules or a set of separate instructions as appropriate.

13. ANNUAL MEETING

- 13.1 An annual meeting shall be called during the National Intercollegiate SAFECON and shall be presided over by the NIFA President. Matters of general interest to the entire organization shall be considered at this meeting.
- 13.2 Each institution possessing **the current competition year** school membership shall have five votes to be split as the representatives of that institution see fit.
- 13.3 The Sponsor School for the following National Intercollegiate SAFECON shall be selected at the annual meeting. Those schools willing to sponsor the National Intercollegiate SAFECON shall apply to the Executive Director not less than one hundred and eighty days prior to the Annual Meeting. The Executive Director, in consultation with the NIFA Council shall screen the applicants and forward the names of the three best qualified schools to the NIFA President. At the meeting these schools shall be allowed a maximum of thirty minutes to present arguments favoring their sponsorship. After each school has made a presentation, the issue shall be voted upon. A school receiving a majority of the votes shall be designated the Sponsor for the following year. If no school received a majority, a run-off shall be conducted between the two schools receiving the most votes. The NIFA President shall have one vote for tie breaking purposes.
- 13.4 If no school bids for the National Intercollegiate SAFECON, the NIFA Council shall appoint a **host school**

- 13.5 If a **host school** has been selected but is unable to fulfill the obligations of conducting the National Intercollegiate SAFECON, the NIFA Council shall appoint another **host school** as soon as possible. The Executive Director shall coordinate this effort.

14. NIFA FUNDS

- 14.1 All NIFA funds shall be managed by the Executive Director and shall be disbursed in accordance with policies set forth by the NIFA **Board of Directors**.
- 14.2 All NIFA expenditures must be verified by receipt to obtain reimbursement.
- 14.3 Any person receiving or disbursing NIFA funds shall forward an accurate statement of transactions to the Executive Director as soon as possible after the transaction.
- 14.4 The Executive Director shall be responsible for maintaining the financial records of the NIFA, and these records shall be available to any member of the NIFA **Board of Directors** or Council at any time.
- 14.5 The Executive Director shall be responsible for filing the proper tax **documents, registration, and reporting forms required by all federal and state agencies to preserve its 501.(c).3. tax exempt status.**
- 14.6 All NIFA funds shall be audited annually under direction of the NIFA Council. This audit shall be completed no later than **one hundred fifty (150)** days following the end of the NIFA fiscal year. The executive director shall publish the audit.
- 14.7 The directors, council members, officers, employees, judges, and other volunteers of the NIFA may be entitled to reimbursement for necessary travel expenses when away from the registered offices of the association and on the business of the NIFA. Travel expenses for the council, the executive director and the executive committee shall be included in the headquarters office and executive committee budgets and be approved by the NIFA Council.
- 14.8 The NIFA Council shall adopt annually a budget for the headquarters office for the ensuing year. The executive **director** shall annually submit to the NIFA Council a proposed budget which may be considered by, but shall not be binding upon, the NIFA Council.
- 14.9 A **review** of the **SAFECON** receipts and expenditures shall be made, published, and copies provided to the executive director and NIFA Council.

15. SAFECON RULE CHANGES

- 15.1 The NIFA Council may receive and act on rule change proposals from any **member institution in good standing, the NIFA Board of Directors, or the NIFA Council**. If time permits, The Executive **Director** shall notify all member schools of any proposed rule changes and allow a minimum of thirty (30) days for comment. The original proposed rule change, together with all comments and arguments, shall then be acted upon by the NIFA Council. The NIFA Council shall be largely influenced in its decision by the strength of arguments presented by the membership. The NIFA Council must act on all rule changes prior to the NIFA annual business meeting. The rule year shall be from the annual business meeting to the conclusion of the National Intercollegiate SAFECON of the following year.
- 15.2 The NIFA Council may, on a case-by-case basis and for a single competition, make exceptions to these rules by a majority vote as deemed appropriate by the Council.

16. Rules & Parliamentary Authority

- 16.1 The order of precedence of the organization's governing documents is: **Articles of Incorporation, Bylaws, Standing Rules, and Standard Operating Procedures.**

17. INDEMNIFICATION

17.1 Each Director, Officer, Council member, judge, agent, volunteer and employee of the NIFA, whether or not then in office, and his heirs, executors, administrators and assigns, shall be indemnified by NIFA against all cost, expenses and judgments reasonably incurred by or imposed upon him or his estate in connection with or resulting from any action, suit, proceeding, claim, or investigation, civil or criminal, to which he or his estate shall or may be made a party or with which he or it shall or may be threatened by reason, directly or indirectly, of his being or having been a Director, officer, Council Member, judge, agent, volunteer or employee of NIFA. Provided however, that no such person shall be indemnified against or reimbursed for any cost, expense or judgment incurred by or imposed upon him or his estate in connection with or resulting from any claim or liability arising out of or resulting from his own willful misconduct or bad faith. Each Director, Officer, Council member, judge, agent, volunteer and employee of the NIFA shall also be indemnified against any cost, expenses or payments reasonably incurred by or imposed upon him or his estate by reason of his being or having been a Director, Officer, Council member, judge, agent, volunteer or employee of NIFA in connection with or resulting from the settlement of any such action, suit, proceeding, claim or investigation, in which such director, Officer, Council member, judge, agent, volunteer or employee of the NIFA did not engage in any acts of willful misconduct or bad faith. The cost, expenses and payments against which any such Director, Officer, Council member, judge, agent, volunteer, or employee, shall be so indemnified shall be those actually paid by or for him or his estate or for which liability is actually incurred by him or his estate, irrespective of whether such costs or expenses are taxable costs as defined or allowed by statute or rule of Court. A Director, Officer, Council member, judge, agent, volunteer, or employee, shall not be deemed to have been guilty of willful misconduct or lacking in good faith in the performance of his duty as a Director, Officer, Council member, judge, agent, volunteer or employee, as to any matter wherein he relied upon the opinion or advice of legal counsel or wherein he relied upon false information furnished him by an Officer, Director, Council member, judge, agent, volunteer, employee or member of NIFA, and which he reasonably accepted in good faith from such persons. Said rights of indemnification shall be in addition to any other rights with respect to any such costs and expenses to which such Director, Officer, Council member, judge, agent, volunteer or employee may otherwise be entitled against the NIFA or any other persons.

18. DISSOLUTION

18.1 Upon dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, transfer or convey all of the assets of the corporation to one or more not-for-profit organizations engaged in activities substantially similar to those of NIFA. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the corporation is then located, exclusively to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the same time qualify as tax exempt organization or organizations under Section 501 c. (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as said Court shall deem or shall otherwise be disposed of by said court exclusively for such purpose as said Court shall deem.

19. AMENDMENTS

- 19.1 Proposed amendments to these by-laws must be submitted in writing to the **NIFA Bylaws Committee** at least **thirty (30)** days prior to the **mid-winter council** meeting. Any member school, board of director member, officer, or NIFA Council member may submit proposed amendments. It shall be the duty of the Executive Director to disseminate copies of any proposed amendments **with any recommendations by the NIFA Council or Board of Directors** to the paid member schools at least thirty days prior to the annual business meeting.
- 19.2 **Authority of the Bylaws Committee**
- A. The Bylaws Committee shall be charged with reviewing, consolidating and/or developing alternative Bylaw amendments.
 - B. The Bylaws Committee shall have the authority to return a proposed amendment to the originator with a written explanation of the reason for its return.
 - C. Amendments which change terminology shall be reflected automatically throughout these Bylaws for the purpose of maintaining consistency in language and meaning.
 - D. The Bylaws Committee will forward all approved proposed changes to the NIFA Council for discussion and formulation of a rationale statement.
- 19.3 Each school holding a valid membership shall have five votes **to cast on each proposed amendment forwarded by the NIFA Council**. Those schools not in attendance **who do not submit absentee ballots by the deadline established by the NIFA Council**, may issue proxy votes provided a written authorization of the proxy is filed with the NIFA Executive Director by the member school issuing the proxy, prior to the annual business meeting. If by two thirds majority of the **votes cast**, it is decided to amend the by-laws, the proposed amendment shall be forwarded to the NIFA Council. **NIFA Council may veto a proposed amendment by a two-thirds vote, within 10 days of the members passing such amendment. If no veto vote is taken within 10 days the amendment shall become part of the bylaws**
- 19.4 Section 1. Board of Directors of the Standing Rules may be amended by a two-thirds (2/3) vote of the Board of Directors. All remaining sections of the standing rules may be amended by a majority vote of the NIFA Council.
- 19.5 The Standard Operating Procedures may be amended by a majority vote of the NIFA Council.