

MONTANA AIRPORT MANAGEMENT ASSOCIATION

A Nonprofit Organization Organized Under the Laws of the State of Montana

Constitution and Bylaws

Mission Statement

The Montana Airport Management Association (MAMA) was formed in October 1958 as a nonprofit membership association to foster professionalism among airport operators in the state of Montana. The specific purposes of MAMA are as follows

- Determine and promote ethical professional codes and standards among airport management
- Further public understanding of the value of aviation and the value of an airport to the community it serves.
- Promote the highest standards possible in all technical functions necessary for efficient airport operations and public safety.
- Establish avenues and encourage the interchange of experience in the development and maintenance of airports.
- Foster public recognition of the airport management profession.
- Cooperate with other organizations whose policies promote the general good of aviation.

Section 1. Membership

Membership will be open to all persons, airports, businesses and other entities interested in the Mission of MAMA.

Each member entity shall have one vote.

Each member will be classified in one of seven categories as follows:

- Large Hub Airports
- Small Hub Airports
- Non-Hub Airport
- Essential Air Service Airport
- GA Airports
- Business members
- Associate Member (Open to any interested individual not otherwise included in the categories above.)

Those seeking to become a new member of the MAMA can contact any member of the Board of Directors.

The Secretary/Treasurer of the MAMA will maintain a list of all member entities and all persons affiliated with the member entity. The list should include contact information as described in Section 4 of this document.

Section 2. Dues

Dues will be assessed on an annual basis and will be payable no later than 90 days of the invoice date.

Dues must be paid in full in order to participate and vote at any membership meeting.

Dues for each category will be as outlined in Appendix A as attached to this document.

Dues may be revised periodically via a resolution presented by the Board of Directors to the membership. The resolution must be ratified by a majority of the MAMA membership present. Appendix A and will be revised to reflect approved changes.

Section 3. Meetings

A meeting of the MAMA membership will be held at least once each year.

Annually the membership will be asked to consider and approve the budget for the upcoming year.

At least annually the membership will be advised as to the financial state of the Association.

Bi-annually a membership meeting will include the business of electing Board Officers and Directors.

Other meetings may be called if necessary to address matters of interest or concern to the membership.

Notice of meeting will be communicated to all members in good standing by the Secretary/Treasurer at least 10 days prior. Notice will be by email, phone or mail and will include the location, date and time, as well as any matters to be considered at the meeting.

Section 4. Board of Directors

The business affairs of the MAMA will be managed by the Board of Directors (Board).

Board officers will consist of a President, a Vice-President and a Secretary/Treasurer.

Other Board members will include one Director from each of the categories of membership, excluding associate members.

One Director will serve as Vice President.

The Board may generate resolutions regarding MAMA business. A majority of the Board will be required to approve resolutions. Resolutions will then be put before the full membership for their consideration.

A slate of Officers will be proposed by the outgoing President at the annual meeting. The President will also ask for nominations from the floor. The membership will vote on the slate as proposed or revised according to proposed nominations from the floor. The Board officers will be elected by a majority of the MAMA membership present.

The term of each officer will be 2 years.

Officers and Directors will not be paid compensation for their regular service. They may be compensated for reasonable and necessary out-of-pocket expenses in attending meetings of the Board, except those Board meetings held in conjunction with regular MAMA meetings.

Section 5. Duties of the Board of Directors

The **President** duties will be as follows:

- Supervise all MAMA business.
- Preside over all meetings
- Sign any MAMA contracts or other documents, as approved by the other Directors.
- Sign on the MAMA bank Accounts
- Set meeting dates, times and locations
- Create committees as needed

The duties of the **Vice President** will be as follows:

- In the absence of the President, will perform the duties of the President and have all powers conferred onto the President.

The duties of **Secretary/Treasurer** will be as follows:

- Keep minutes of meetings of the Board of Directors and/or the membership meeting
- Provide notice of all meeting as required by Section 3 of these Bylaws.
- Be custodian of the MAMA Seal
- Have custody of MAMA funds.
- Sign of the MAMA bank accounts.
- Keep itemized records of all receipts and disbursements for MAMA accounts. All records will be available for inspection by membership. Before payment of any bill, approval must be obtained by the President or her/his designee.

- Maintain a list of all members and all persons affiliated with the member airport, business or other interested party. The list should include contact information for each member and affiliated person including but not limited to:
 - Full Name
 - Entity of affiliation
 - Address
 - Phone
 - Email address

Section 6. Membership Committees

The Board may appoint committees to handle special projects of the MAMA.

Committees may be formed to consider matters that may ultimately require Board action, in which case the committees will report to the Board.

Committees may otherwise be formed to provide information on a matter to be reported to the directly to the membership.

Section 7. Executive Secretary

The Board may appoint an executive secretary to complete duties as determined. Compensation will be dependent on the duties and responsibilities assigned.

Section 8. Contracts and Finances

The Board of Directors may authorize any Officer or agent to enter into a contract or agreement on behalf of the MAMA. The authority may be general or confined to specific instances.

All payments of money issued in the name of the MAMA will be signed by an Officer or designee of the Board.

All funds will be deposited from time to time to the credit of the MAMA in depositories as the Board may select.

Audits of the financial processes of the MAMA may be requested by the Board or any MAMA member.

Section 9. Budget

The Secretary/Treasurer will prepare an annual budget for MAMA.

The Board will be consulted on budget items if necessary.

Annually the membership will be asked to consider and approve the budget.

Section 10. Bylaw Amendments

These Bylaws may be revised or amended at any MAMA membership meeting by a majority vote of the members present provided at least 15 votes are received.

Appendix A

Dues Tiers

- Medium Hub Airports \$1,000
- Small Hub Airports \$ 700
- Non-Hub Airport \$ 600
- Essential Air Service Airport \$ 150
- GA Airports \$ 50
- Business members \$ 175
- Associate Member \$ 25