

**BY-LAWS OF THE
MARINE AIR TRAFFIC CONTROL ASSOCIATION
(MATCA)**

October 1, 2014

ARTICLE I. ORGANIZATION

SECTION 1.0 REGISTRATION

In accordance with the Articles of Incorporation as registered with the Secretary of State of California, USA on October 1, 1992, these BY-LAWS shall further define the MARINE AIR TRAFFIC CONTROL ASSOCIATION (MATCA) rules governing operation.

SECTION 1.1 PRINCIPAL OFFICE

The MATCA being a nationwide organization of members the Principal Office shall reside at the home residence of the currently elected President whether located within or without the State of California. In all cases the MATCA shall be governed subject to the Nonprofit Mutual Benefit Corporation Law of the State of California. The President shall submit change of address notification to the Secretary of State of California upon election to President.

ARTICLE II. BOARD OF DIRECTORS

MATCA shall Be governed by the Membership. Authority to conduct business affairs of the Association Will reside with a Board of Directors consisting of Five (5) Officers Elected by the Membership.

SECTION 2.1 DIRECTORS MEETINGS

The Board of Directors shall meet at least once per year prior to the Annual Business Meeting to consider any written proposals submitted by a member in good standing.

SECTION 2.2 VACANCIES

In the event of death, resignation, or removal of the President or Vice-President, the Vice-President or 2nd Vice-President, respectively, will fill the vacancy for the remainder of the unexpired term; in the case of all other officers the Board in its discretion may elect or appoint a successor to fill the unexpired term. ARTICLE III.

ARTICLE III. OFFICERS AND DUTIES OF OFFICERS

SECTION 3.0 ELIGIBILITY OF OFFICERS

All prospective candidates for elected office must be members in good standing to be eligible for election. No honorary members shall be considered eligible for election.

SECTION 3.1 PRESIDENT

The Office of the President shall be filled at the annual Business meeting of an even calendar year for a four (4) year term, beginning in 2016. (i.e. 2016, 2020, 2024, 2028, etc).

The President shall:

- (a) be the chief executive officer of the association;
- (b) preside at all meetings of the members and of the Board;
- (c) have the management of the business of the association and see that all orders and resolutions of the Board are affected;
- (d) receive all official correspondence of the association and determine which materials received or sent warrant publication in the association newsletter;
- (e) appoint members to committees as necessary to conduct the business of the association and receive timely reports from those committees;
- (f) confer honorary memberships as necessary when directed by the board.
- (g) Safe guard one book of checks (25) as provided by the treasurer with single signature authority for continuance of the association treasury in the event of untimely death or disability of the treasurer.

SECTION 3.2 VICE-PRESIDENT

The Office of the Vice President shall be filled at the annual business meeting of an odd calendar year for a term of four (4) years. (i.e. 2015, 2019, 2023, 2027, etc) During the absence or disability of the President, the Vice-President shall have all the power and functions of the President. Additionally the Vice-President shall:

- (a) coordinate, assist, and oversee the activities of the reunion host;
- (b) insure the publication of the association newsletter;
- (c) perform such other duties, as the Board shall prescribe.

SECTION 3.3 2ND VICE-PRESIDENT

The office of the 2nd Vice President shall be filled at the annual business meeting of an even calendar year for a four (4) year term, beginning in 2016. (i.e. 2016, 2020, 2024, 2028, etc). During the absence or disability of the President and the Vice-President, the 2nd Vice-President shall have all the powers and functions of the President. Additionally the 2nd Vice-President shall:

- (a) coordinate and supervise all elections;
- (b) insure that an annual independent audit of the MATCA financial records is conducted prior to the annual business meeting;
- (c) perform such other duties, as the Board shall prescribe.

SECTION 3.4 SECRETARY

The office of the Secretary shall be filled at the annual business meeting of an even calendar year for a four (4) year term. (i.e. 2016, 2020, 2024, 2028, etc).

The Secretary shall:

- (a) attend all meetings of the Board and membership;
- (b) record all votes and minutes of all proceedings in a book to be specifically kept for that purpose;
- (c) give or cause to be given notice of all meeting of membership (Annual Business meeting) and of special meetings of the Board;
- (d) when required, prepare or cause to be prepared and available at each meeting of the membership, a certified list in alphabetical order of the names of members entitled to vote thereat;
- (e) keep all the documents and records of the association as required by law or otherwise in a proper and safe manner;

- (f) perform such other duties as may be prescribed by the Board.
- (g) Written minutes of the previous year's meeting shall be given to the board at the next meeting of the Board.

SECTION 3.5 TREASURER

The office of the Treasurer shall be filled at the annual business meeting of an odd calendar year for a four (4) year term. (i.e. 2015, 2019, 2023, 2027, etc)

The Treasurer shall:

- (a) have the custody of the association funds and securities;
- (b) keep full and accurate account of receipts and the disbursements in the association books;
- (c) deposit all money and other such valuables in the name and to the credit of the association in such depositories as may be designated by the Board;
- (d) disburse the funds of the association as may be ordered or authorized by the Board and preserve proper vouchers for such disbursements;
- (e) render to the President and Board at regular meetings of the Board, or whenever they require it, an account of all transactions as Treasurer and of the financial condition of the association;
- (f) render a full financial report at the annual business meeting of the membership;
- (g) be furnished by all association officers and agents, at the Treasurer's request, with such reports and statements as may be required as to all financial transactions of the association;
- (h) provide to the President one book of checks (25) with the President as single signature authority from the current financial institution to be held as safeguard of the association treasury in the event of death or disability of the Treasurer;
- (i) audit the books of the reunion host and present a report to the Board within thirty days of the annual business meeting;
- (j) perform such other duties as are given by these by-laws or as from time to time are assigned by the Board or the President.

SECTION 3.6 PRESIDENT EMERITUS

The office of President Emeritus is established to confer recognition of meritorious service upon MATCA founder and first President, Gunnery Sergeant Joseph E. Medico, USMC (Retired). The Board of Directors (by majority vote) may appoint each retiring President to this office upon conclusion of service as MATCA President. All those so appointed will be granted dues-free life membership in the MATCA.

SECTION 3.7 SUCCESSION

Any Officer may succeed him or herself for two, (2), terms in an office he or she has been elected to. The membership shall be allowed to override the two term succession limitation with a majority vote at the annual business meeting, on a case-by-case basis.

SECTION 3.8 COMPENSATION

No officer(s) or committee member(s) will be compensated for their duties. Costs associated with the execution of the office may be reimbursed at the discretion of the Board of Directors.

SECTION 3.9 SURETIES AND BONDS

In case the Board shall so require, any officer or agent of the association shall execute to the association a bond in such sum and with such surety or sureties as the Board may direct, conditioned upon the faithful performance of duties to the association and including responsibility for negligence and for the accounting of all property, funds or securities of the association which may come into their hands.

ARTICLE IV. MEMBERSHIP

SECTION 4.0 MEMBER IN GOOD STANDING

A member shall be considered in good standing if said member has paid the current year's dues. Any individuals not in good standing shall not benefit from regular distribution of the newsletter nor have voting rights at the annual business meeting.

SECTION 4.1 ELIGIBILITY

Consistent with the Articles of Incorporation, Article V (a) and to accommodate individuals who have served with active duty Marines in the Air Traffic Control fields, all MOS's are to include comparable civilian occupational specialties and any others so designated at the discretion of the Board. All non-Marine member applicants shall explicitly require a majority of the Board approval prior to acceptance into MATCA.

SECTION 4.2 HONORARY MEMBERSHIPS

Honorary membership will be bestowed upon the widow/widower of any member in good standing (if she or he so desires) as a memorial to their departed spouse. Additionally, the President, with the majority approval of the Board, may confer honorary membership upon individuals who may be considered to have made a contribution to air traffic control or aviation in general. Honorary members are entitled to all rights and privileges of membership except the right to vote and hold office. Honorary members pay no dues. All costs associated with honorary membership (i.e. distribution of the newsletter) will be paid from the General Fund.

SECTION 4.3 DUES

Dues for membership are established at:

\$25.00 per calendar year

\$70.00 per three (3) calendar years

\$110.00 per five (5) calendar years

Lifetime Membership:

Any age – 50 years: \$300.00

Age 51 – 69 years: \$200.00

Age 70 – 89 years: \$100.00

Age 90 and over: NO DUES

All dues expire on December 31st. Timely payment is required and members must submit current dues within sixty (60) days to maintain member in good standing. All dues collected for new memberships after October 1st of any year shall be applied for credit to the following year. Any changes for dues assessment must be passed by a majority of the members voting at the annual business meeting. All dues shall be collected by the Treasurer.

ARTICLE V. MEETINGS AND REUNIONS

SECTION 5.0 ANNUAL BUSINESS MEETING

As a fraternal non-profit association the annual business meeting shall be held in conjunction with an annual reunion. Subject to the discretion of the Board of Directors, or unless otherwise directed by the membership during the annual business meeting, annual reunions shall be held during the period from the first weekend after Labor Day through the last weekend in October.

SECTION 5.1 LOCATION

The future locations of the annual business meeting shall be determined by the majority vote of the membership. It is desired, NOT mandatory, that the locations be rotated between East, Central and West sections of the United States.

EAST shall be defined as all States within the Eastern Standard Time Zone including the entire States of Florida, Indiana, Kentucky, Tennessee and Alabama.

CENTRAL shall be defined as all States within the Central Time Zone including the entire States of Nebraska, North Dakota and South Dakota.

WEST shall be defined as all States within the Mountain and Pacific Time Zones and the States of Alaska and Hawaii.

SECTION 5.2 SITE SELECTION

Prospective reunion hosts shall present their choice for a future reunion site a minimum of two years in advance (i.e. the 2002 reunion site would be presented at the 2000 annual business meeting), keeping in mind the proper location rotation outlined in Section 5.1. At a minimum the presentation should include:

- (1) The host city and state.
- (2) The host hotel and associated costs for rooms, meals, and amenities.
- (3) The proposed dates of the reunion
- (4) Accessibility of the reunion site by air and ground transportation.
- (5) Availability of entertainment, shopping, and any other attractions or activities.

SECTION 5.3 REUNION HOST

The reunion host shall be assisted by the Board in all facets of conducting reunions; shall maintain financial records of the reunion and maintain a depository account and books separate from the main Association and separate of those from any other reunion; shall report to the Treasurer on financial matters and to the Board of Directors representative at regular intervals. The direct point of contact with the Board shall be the Vice-President.

ARTICLE VI. NEWSLETTERS

SECTION 6.0 MEMBERSHIP COMMUNICATIONS

The Board shall cause the publication of a regular newsletter to all members in good standing. This newsletter shall be officially known as the MATCA HOTLINE and published four (4) times a year. The MATCA HOTLINE shall be considered as a means of Official Correspondence with the membership. The frequency and size shall not be restricted nor constrained by these by-laws. Content, layout, and publication shall be at the discretion of the HOTLINE editor. The editor shall

insure that libelous and embarrassing remarks are edited out. Funding for the MATCA HOTLINE shall be directly chargeable to the current years dues paid account and the General fund as needed. The preferred method of distribution is via e-mail.

ARTICLE VII. AMENDMENTS TO BY-LAWS

SECTION 7.0 CHANGE AUTHORITY

Except as otherwise provided in the Articles of Incorporation, the by-laws may be amended, repealed, or adopted by vote of the membership at the annual business meeting. By-laws may also be amended, repealed, or adopted by the Board, but any by-law adopted by the Board may be amended by the membership entitled to vote as herein above provided.

SECTION 7.1 NOTIFICATION AND RATIFICATION

All amendments or changes to these by-laws by the Board as herein above shall be mailed with a concise statement of changes made to each member in good standing within sixty (60) days of Board approval. All amendments or changes to these by-laws by the Board shall be in effect immediately and require a two-thirds majority vote RATIFICATION by the membership voting which shall include mail in absentee ballots, at the next annual business meeting or so be declared null and void

SECTION 7.2 OFFICER ELECTIONS

If any by-law regulating an impending election of Directors is adopted, amended, or repealed by the Board, there shall be set forth in the notice of the next annual business meeting for the election of Directors the by-laws so adopted, amended, or repealed, together with a concise statement of changes made.

CERTIFICATION BY THE PRESIDENT

IN WITNESS WHEREOF, the president, with the acknowledgement and approval of the officers and members of this association has executed these BY – LAWS on October 1, 2014.



Buddy Wyatt, President
Marine Air Traffic Control Association



~Thanks to all the members who contributed in revising the MATCA by-laws.~