

## **Bylaws for the Mid-Carolina Swamp Fox Modelers Chapter of the International Plastic Modelers Society, USA Branch**

- **Written 21 March 2018**
- **Discussed and Amended 18 April 2018**
- **Adopted 18 May 2018 by unanimous vote, 20 members in attendance**
- **This Constitution and By-Laws supersedes any and all other agreements, covenants, codicils, or other framework agreements previously in place.**

This organization shall be known as IPMS/Mid-Carolina Swamp Fox Modelers (hereinafter referred to as “the club”).

### **Section 1: Policies**

- The policies of the club are to be established and enforced by the Executive Board of the club and the club general membership.

### **Section 2: Objectives**

- The objectives of the club shall be to encourage full participation in the improvement of modeling skills with the use of clinics, contests, exhibits, lectures, historical research and other worthy means; and to regulate membership, including the raising, use and investment by lawful means, of money to support the activities of the club, provided none of the income of the club is to be the private profit of any of its members.

### **Section 3: Charters**

- The club, as initially organized in 1973 and as operating in May 2018 (the implementation date of these By-Laws), is currently a charter member of the International Plastic Modelers Society/USA (hereinafter referred to as IPMS/USA) by vote of the club membership. If the club membership chooses to continue to be an IPMS/USA chapter, the club shall abide by all of the IPMS/USA rules and policies, and the club point of contact shall be the current club president.

### **Section 4: Membership Eligibility**

- Membership to the club is open to all persons regardless of race, sex, ethnic origin, religion or age, so far as the person requesting membership abides by the guidelines, policies and objectives, at the approval of the Executive Board, covered by these bylaws or special rules of procedure adopted by the club. To be considered a Member in Good Standing, the member must remit dues in the specified amount, collected every January.

- Minors (16 years of age and under) must be accompanied by a responsible adult to all club events.
- Should it be decided to dismiss a member with cause, it shall be decided by the general membership of the club.
- If the majority of the general membership decides to dismiss a member, the dismissed member's dues will be refunded on a pro-rated basis.
- Members dismissed will be able to reapply for membership 12 months after their dismissal, and their readmission must be approved by a majority of the club members.
- Reasons for dismissal include, but are not limited to, theft, disruptive conduct, conviction of a serious crime, or any actions detrimental to the policies of the club and IPMS/USA.

### **Section 5: Classification of Members**

- Membership will be designated according to the class that best defines the applicant requesting membership to the club.
  - **Full Membership** in the club is available to anyone who pays the annual dues as designated, and is in good standing with regard to section 4 of these bylaws. Full Membership entitles such persons to the club newsletter, membership cards and participation in club sponsored contests, clinics, exhibits, lectures or other club activities. Persons at least 16 years of age also have the right to vote for the club Executive Board officers.
  - **Limited (Junior) Membership** in the club is available to anyone under 18 years of age and is in good standing with regard to section 4 of these bylaws. Limited Membership entitles such persons to the clubs newsletter, membership cards and participation in clubs sponsored contests, clinics, exhibits, lectures or other club activities. Limited Members pay no dues and carry no voting privileges.
  - **Associate Membership** in the club is conferred by the general membership to individuals with club membership tenures of over 5 years who have moved out of the area. Associate Membership entitles such persons to the clubs newsletter, membership cards and participation in clubs sponsored contests, clinics, exhibits, lectures or other club activities. These members pay no dues and may not vote in elections unless the general membership allows an exception.
  - **Emeritus Membership** in the club is conferred by the general membership to individuals who have distinguished themselves through service to the club and to IPMS/USA. Emeritus Membership entitles such persons to the clubs newsletter, membership cards and participation in clubs sponsored contests, clinics, exhibits, lectures or other club activities. These individuals pay no dues, yet do have voting privileges.
  - **Honorary Membership** in the club can be conferred onto persons who may not be modelers, but who have demonstrated support and service to the club as decided by the majority of the membership.

- ***Eternal Membership*** in the club is conferred by the general membership for deceased club members. The names of these members will be carried on the club rolls in perpetuity.

### **Section 6: Admission procedure for new members**

- Applicants for membership shall submit a Member Data Form to the club Executive board and pay the yearly dues as designated by the Executive Board, as required for type membership.
- Members of this club, with the exception of Elected Officers, are not required to be members of IPMS/USA. It is recommended but not mandatory.

### **Section 7: Renewal of Membership**

- Renewal of membership shall follow the same procedure as found in section 6, no later than one month after expiration of membership. Normal membership is from 1 January to 31 December of any calendar year.
- Once a member's Member Data Form is on file, one need not be resubmitted every year. It is up to the individual member to advise the Executive Board of any changes.

### **Section 8: Executive Board Positions**

- The Executive Board shall consist of the following elected officers from the body of membership, voted on by the general membership of the club: President, Vice President, and Treasurer.
- The following appointed positions are selected by the duly elected President: Newsletter Editor/Secretary, Web Master, and Contest Chairman (as needed).
- Terms of Office for the President and Vice President are two years. Neither of these officers may serve in the same office in excess of two terms (four years).
- The Treasurer may run for office as long as he desires to remain in office.
- Past officers may run for office as follows:
  - The immediate past Vice President may immediately run for the office of President or Treasurer.
  - The immediate past Treasurer may immediately run for the offices of Vice President or President.
  - The immediate past President may run for any office other than that of President after a break of one election term (two years). He/she may run again for President only after a break of two election terms (four years).
  - Any immediate past officer may be appointed to the Newsletter Editor, Webmaster, or Contest Chairman position by the incoming Executive Board.
- Any Executive Board member may be removed from office by a vote of no confidence by a simple majority of the general membership. Motions to dismiss officers must be made one month prior to the actual vote.

- Appointed positions have no term limits, and persons holding these positions may continue to serve in those capacities as long as they desire.

### **Section 9: Qualifications for Executive Board Positions**

- In order for a member to be considered for election to an Executive Board office or appointed to a position they must meet the following criteria:
  - Has been a Full Member of the club for no less than 1 year.
  - Elected officers must be a current Full Member of the club, 18 years of age or older. Elected officers must also be members of IPMS/USA. This is an IPMS/USA requirement and is not negotiable.
  - Appointed officers are not required to be IPMS/USA members, but it is recommended that they are.

### **Section 10: Eligibility to Vote**

- All Full Members and Emeritus Members in good standing are eligible to vote. Absentee voting will be allowed. All absentee votes must be received in writing by the Executive Board in advance of the Election Meeting.

### **Section 11: Nomination Meeting**

- The biennial nomination meeting shall be the club's meeting in October of every other year. Nominations are to be made as follows:
  - Any Full or Emeritus Member in Good Standing may nominate a member for office.
  - Nominees must be present at the Nomination meeting OR the Executive Board must have been notified in writing that said person agrees to their nomination.
  - Nominees must accept the nomination freely and without reservation.
  - The Nominee must meet the requirements specified in Section 9 of this document.
  - The nomination must be seconded by another Full or Emeritus Member in good standing.
  - The nomination will be recorded by the current Vice President.
  - The list of nominees will be published in the November newsletter, which shall be made available at least one week in advance of the November meeting date.

### **Section 12: Election of Officers**

- Elections will take place in the month of November of every other year.
- The new Executive Board officers shall be determined by a simple majority vote of the eligible voters of the club (Full and Emeritus Members in Good Standing) at the time of the election as determined by their dues status. Votes are to be counted by an Election Committee of three members appointed to do so by the

General Membership of the club. Persons running for office are disqualified from serving on the Election Committee.

- The new Executive Board officers shall be announced at the election meeting, and take office at the January meeting following the election, with a two year term of office. Results of the election will also be published in the newsletter and on the club website.
- Elections are to be accomplished through a secret ballot. The ballot will be distributed to the voting members of the club at the election meeting.

### **Section 13: President**

- The President shall preside over Executive Board meetings as well as all club meetings and call all meetings to order.
- After conferring with Executive Board members and having been given input from the general membership, determine the calendar of general meetings and events to take place including contests, clinics, lectures, etc., if any that will be presented at each meeting.
- With the Executive Board members, the President shall review the clubs bylaws at the beginning of his/her term.
- Any additional responsibilities, such as chairing a committee, may be delegated to any Executive Board member or assigned to any general member/s by the President.

### **Section 14: Vice-President**

- In the absence of the president, the Vice-President shall preside over Executive Board meetings as well as all general meetings and call meetings to order.
- Advise the president, with input from the general membership, in determining the yearly calendar of general meetings and events to take place including contests, clinics, lectures, etc., if any that will be presented at each meeting.
- The Vice-President shall act as Public Relations officer of the club and is responsible for public affairs in the community. Such responsibility may be delegated to a club member upon approval of all Executive Board members for a designated period of time, such as for a weekend Mall Show or Model Contest.

### **Section 15: Treasurer**

- The Treasurer shall be responsible for maintaining the club funds and reporting (at least quarterly, preferably monthly) the status of club funds to the general membership via the club newsletter.
- The Treasurer shall be responsible for paying for the meeting room/location.
- The treasurer is responsible for filing necessary IRS paperwork.

### **Section 16: Newsletter Editor and Webmaster**

- The Editor of the club newsletter is responsible for the publication of the club's newsletter at the direction of the Executive Board and the general membership. This person shall be appointed by the President and is a member of the Executive Board to advise and counsel the Executive Board.

### **Section 17: Webmaster**

- The club webmaster is responsible for computer on-line input of pertinent club information on the web site and social media ("Facebook") page at the direction of the Executive Board. This person shall be appointed by the President and is a member of the Executive Board to advise and counsel the Executive Board.

### **Section 18: Contest Chairman**

- A Contest Chairman will be appointed for Club Contests and the term will begin with the initial planning phases of a Contest and will end upon the final report of that contest.
- The Contest Chairman serves at the pleasure of the Executive Board.
- The Contest Chairman shall organize and oversee all contests sponsored by the club, delegate tasks to other general members, if applicable, and shall determine and publish contest judging criteria, modeler classification, and categories to be used for a given event, with approval of Executive Board officers.

### **Section 19: General Meetings**

- The club will host monthly General meetings. General meetings are intended to inform the club membership of club status, upcoming events, and to hold contests, clinics, and lectures to enhance modeling skills and abilities of club membership and develop friendship.

### **Section 20: Executive Board Meetings**

- Executive Board meetings are scheduled by the President and should be attended by all Executive Board members. These meetings should be held as required to ensure smooth operation of the club.
- Executive Board meetings may be attended by members who have issues requiring attention through a petition to the Executive Board.
- Executive Board meetings are intended to evaluate the status of the club and plan/develop the clubs activities and general meetings.
- Results or minutes of Executive Board meetings will be published in the newsletter.

### **Section 21: General Finances**

- The club's funds are to be obtained through membership dues, donations, fundraisers, raffle tickets, contests, and other lawful means. They are to be accounted for and used to the betterment of the club under the direction of the Executive Board. No member of the Executive Board or general membership shall gain private profit of the funds.
- The club's fiscal year runs from 1 January through 31 December.
- The treasury will be maintained by a club bank account or accounts as needed, which will be linked to an IRS Employee Identification Number. There will be a minimum of two persons with access to the account, either one will be able to write checks or make changes to the account.

### **Section 22: Expenditures**

- Any expenditure of \$100.00 or more must be recommended by the Executive Board and approved by a majority vote of the membership at a general meeting or via e-mail.

### **Section 23: Reimbursement**

- Reimbursement to any person for materials, supplies, or reasonable services, must have the approval of the Executive Board and be accompanied with a receipt.
- In the event of the dissolution of the club for any reason, all current funds shall be used to resolve any debt or financial responsibilities of the club. Any remaining funds shall be donated to a non-profit organization selected by the remaining Full Members of the club, and no member shall gain any funds as private profit.

### **Section 24: Amendment Procedures**

- Amendments to these By-Laws may be proposed by any club member in good standing. Amendments should be addressed at a General Meeting of the club. Any member in good standing may comment on the proposed amendment during this meeting. After all discussions have taken place, the proposed Amendment will be voted on no sooner than the following meeting to allow the amendment to be disseminated to all club members through the newsletter and e-mail.

### **Section 25: Adoption of Amendment(s)**

- A majority vote of Full and Emeritus Members in good standing will be required to adopt amendments to these By-Laws. Absentee votes are allowed as outlined in Section 10 of this document.
- Amendment voting will follow the procedures as outlined in Section 12 of this document. An Election Committee should not be necessary but may still be used per the wishes of the General Membership.