



# Bylaws For:

## International Plastic Modelers Society, Richmond Virginia Chapter



Adopted 6/25/2009

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### **Article I: General**

This organization shall be known as the International Plastic Modelers Society, Richmond Virginia Chapter, also known as “I.P.M.S.--Richmond” per our SCC filings, corporate ID #0182549-6. The club shall be referred to as IPMSRC throughout the remainder of this document.

### **Article II: Purpose**

#### **Section 1: Policies**

The policies of IPMSRC are to be established and administered by the Executive Board (EB) of IPMSRC and the IPMSRC Membership.

#### **Section 2: Club Objectives**

The objectives of IPMSRC shall be to:

- a. Encourage full participation in the improvement of Members’ modeling skills through the use of demonstrations, contests, exhibits, presentations, historical research and other worthy means.
- b. Promote the welfare and support of modeling and community organizations as determined by the EB and Membership.
- c. Regulate Membership; including the raising, use and investment by lawful means, of money to support the activities of IPMSRC, provided none of the revenues of IPMSRC serve to privately profit of any of its Members.
- d. Support and promote the hobby of scale modeling to the public through public events and contests/shows.

#### **Section 3: Charter**

IPMSRC is a chartered Member of the non profit International Plastic Modelers Society/USA, hereinafter referred to as IPMS. A 90 day notification to all registered members must be made by the president prior to a vote to change the clubs IPMSUSA affiliation. A two-thirds majority vote of the IPMSRC Membership is required to remove/change the current IPMSUSA affiliation. IPMSRC may in the future choose to leave IPMS but until then, IPMSRC will remain an IPMS chapter. IPMSRC chapter Point of Contact shall be the current IPMSRC President or person appointed by the current IPMSRC president. A minimum of one elected official and a total of five Members must be Members of IPMSUSA in order for the club to maintain its chartered status within the national organization.

## **Article III: Membership**

### **Section 1: Membership Eligibility & Guidelines**

- a. Members/Membership in IPMSRC are defined as those Members that have paid annual Membership dues, or pro-rated dues based on the individuals joining date and are in good standing with club's bylaws.
- b. No one shall be excluded from participation in, or otherwise discriminated against on the ground of race, gender, national origin, sex, religion or age, under any chapter membership requirement, program or activity.
- c. At no time shall any Member represent themselves (as a club Member) for the purpose of profiting monetarily from the club, its approved activities or the individual club Members. Doing so is grounds for automatic dismissal from the club by the EB.
- d. Members may not make plans or arrangements for the IPMSRC without the prior approval of the EB and or the Membership.
- e. All Members shall conduct themselves with the best interest of the club in mind. It is the responsibility of all Members to promote the hobby of scale modeling to their fellow modelers and the general public in a friendly and unselfish manner.
- f. At no time will the EB nor any IPMSRC Member be held liable or responsible for the actions of an individual Member.

### **Section 2: Membership Privileges**

As a Member: Members have the privilege of contributing to the club by paying dues and supporting the club's financial wellbeing. Other privileges are below, but are not limited to: *[privileges may be terminated or added through out the year as determined by the EB]*

- a monthly IPMSRC newsletter (one copy per household) whether written or in electronic format, if produced ;
- an annual Membership card;
- the privilege of voting on IPMSRC decisions;
- discounts at participating retailers (with the current ID card, must be presented to the retailer);
- participation in special IPMSRC sponsored activities;
- the privilege to vote for IPMSRC EB officers, hold EB office, or hold EB appointed positions.

### **Section 3: Membership Classifications**

Membership will be designated according to the class that best defines the applicant requesting Membership in IPMSRC:

- a. **Adult Membership:** Anyone 18 years of age or older who pays the yearly fee (dues) designated by the IPMSRC EB, and is in good standing with the bylaws.
- b. **Junior Membership:** IPMSRC encourages Junior Membership. Anyone under 18 years of age who wishes to be a Member should attend a minimum of two consecutive IPMSRC club meetings before being considered by the Membership as a club Member. The annual dues are waived for all Junior Members. Junior Members, like adult Members will be on the roster for a full calendar year. If a junior Member does not attend/participate in IPMSRC meetings and activities for a period of 12 months, after the calendar year in which he/she joined, that junior Member will be removed from the roster.

Junior participation is contingent on parent or legal guardian's written or verbal approval. Members under the age of 16 should be accompanied with a parent/guardian at all club meetings and sponsored activities.

- c. **Honorary Member:** Anyone or a business may become an Honorary Member by approval of the EB or a majority vote of the Membership. Examples: Member on active military duty, a spouse of a former Member, a Club supporter such as a contest sponsor, and so on.
- d. **Guests:** Guests to our activities and club meetings are always welcome. Guests are not Members but may participate in club meeting, contests, swap meets and the club raffle. Membership status & privileges will not be allowed until Membership dues are paid.

## Section 4: Annual Dues for Members

- a. Annual Dues are Due January 1<sup>st</sup> of each year. The dues cutoff date for returning Members is March 31. After March 31 Members not renewing will be dropped from the roster and privileges denied.
- b. New applicants joining January 1<sup>st</sup> through June 30<sup>th</sup> will pay the full annual dues amount. New applicants joining July 1<sup>st</sup> through December 31<sup>st</sup> shall pay the reduced dues amount.
- c. New applicants must submit the Membership Form (see Appendix B) to the IPMSRC Treasurer along with the amount due in cash or check written out to "IPMS Richmond."
- d. Annual dues:
  - 1. Annual dues, returning Members: \$20.00
  - 2. Annual dues, new applicants joining January 1<sup>st</sup> – June 30<sup>th</sup>: \$20.00
  - 3. Annual dues, new applicants joining July 1<sup>st</sup> – December 31<sup>st</sup>: \$10.00
  - 4. Annual dues, Honorary & Junior's under 18 new applicants or returning Member: FREE (\$0.00)
- e. There will be no refund of dues if a Member voluntarily leaves the club for any reason.
- f. Dues amounts may change at the recommendation of the EB. A change in the dues amount must be approved by a majority of the Membership present to vote. In the case of a tie, a single coin toss at the meeting will determine the outcome.
- g. Former Members who rejoin the club greater than 12 months after dropping their Membership must pay dues as new applicant.
- h. Former Members who rejoin the club within 12 months after dropping from the Membership are expected to pay dues at the full annual returning Member rate shown in paragraph d. above.

## Section 5: Membership Termination

Individual Membership in the club may be terminated for any of the following reasons:

- a. **Request of the Member.** A Member may terminate Membership by notifying the club Treasurer or other EB Member and be removed from the roster.
- b. **Lapse in Membership.** A Member will be dropped from the club rolls if the Member has not paid his/her dues in full by March 31<sup>st</sup> of each calendar year.
- c. **Involuntary Termination.** The EB, after giving notice to all affected parties, and after a proper review, may recommend the suspension and revocation of Membership privileges of any Member.

### Examples:

- 1. Misconduct – Bringing discredit upon the club or upon a club Member.
  - 2. Repeated violation of the Member Code of Conduct (see Appendix C).
  - 3. Misrepresentation – A Member representing themselves as a club official for the purpose of profiting monetarily from the club or the individual Members.
- d. **Involuntary Termination Process:**
    - I. The EB will review the issue(s). Prior to a decision being made, evidence of misconduct must be provided by the recommending Member(s). The results will be presented to the Membership for a vote for the removal of the club Member.
    - II. The President shall state the charge(s), the findings of the EB and how they reached their decision.

- III. A Member deemed to be dismissed will have the opportunity to petition their stay as a member. The member in question will have no more than 15 minutes to provide his/her appeal. The Membership then has the right to ask any question of anyone Member of the EB as well as the Member charged. After questioning the President calls for the question of expulsion and vote is taken by the Membership.
- IV. Should the Member be voted out with a majority vote, any paid dues amount will be returned on a monthly pro rata basis up to the end of the current calendar year. A Member may be dismissed and asked not to return to a club meeting or activity for a minimum of one year for any of the following reasons:

## **Article IV: Executive Board (EB) and Appointed Positions**

### **Section 1: EB Positions**

The EB shall consist of the following elected officers from the body of Membership, voted on annually by the general Membership of IPMSRC: President, Vice President, Secretary and Treasurer.

- I. In order for an IPMSRC Member to be considered for election to an EB office they must meet the following criteria:
  1. has been an adult Member of IPMSRC for no less than 1 year.
  2. is a current Member in good standing with IPMSRC.
  3. is a current Member of IPMSUSA or willing to join IPMSUSA by January 1<sup>st</sup> of their term.
- II. IPMS Richmond will reimburse the EB Members for their IPMSUSA membership yearly for serving on the board. This fee will either be paid to the member directly or a check will be issues to IPMSUSA on behalf of the EB member to keep this member in good standing with IPMSUSA.

### **Section 2: Appointed Positions**

The EB may also appoint Members to various positions/roles that need to be filled for the year. These positions serve important roles within the club. Appointed positions defined below in further detail include: Newsletter Editor, Web Master/Internet Coordinator, Historian, Chapter Point of Contact, intra Club Contest Chairman, Raffle Coordinator, and ODO Contest Chairman.

- a. In order for an IPMSRC Member to be considered for appointment to an appointed position they must meet the following criteria:
  - i. has been an adult Member of IPMSRC for no less than 1 year.
  - ii. a current Member in good standing with IPMSRC.
- b. Appointed positions will be reviewed for renewal each year by the EB. The appointed Member may keep the position as long as desired –subject to the approval of the EB. Only when the appointed person desires to give up the position does the Membership have an opportunity to apply.
- c. The EB may replace, add or remove an appointed person after discussion with the appointed Member in question. An appointed person’s actions and ability to do the assigned tasks are the principal considerations for keeping and or removing an appointed person.
- d. If there are more than one Member that would like to apply for any appointed position the President may choose to select the individual for the position. If so desirable, the President may propose that the Membership vote by a show of hands. The person with the majority of votes is deemed elected to the position. In the event of a tie, the President will make the selection.

### **Section 3: Nomination, Election, and Termination of Officers**

- a. IPMS Richmond EB Positions are elected annually with a general election to be conducted during the October meeting. This aligns the election process to coincide with the re-charter process that the chapter has to complete that begins on October 1<sup>st</sup>.
- b. Officers will be nominated by the Membership via ballot at the August meeting. The club Secretary will create a ballot for the September meeting for all positions and nominees. These ballots will be included in the chapter newsletter for all members on record to be cast with a vote either by return email from the recipient or by the member in person at the September meeting. Each member will cast one vote for each position.
- c. Officer terms are October 1<sup>st</sup> to September 31<sup>st</sup>.
- d. Officers are elected to one year terms and are not limited in the number of successive terms to which they may be elected.
- e. Nominated members will be allowed to submit their “campaign” position in the September Chapter newsletter and to have five minutes to present their position to the membership at the September meeting for the upcoming year. After all nominees have made their presentation, the voting will take place.
- f. The majority of votes by position will determine the winner. In the case of a tie, a coin toss at the September meeting will determine the winner.
- g. An officer can be removed by a vote of no confidence and or for Membership misconduct reasons. A 2/3 majority of the Membership present at a regular monthly meeting must vote to remove an officer. A vote of no confidence can be brought up for a vote at any monthly meeting by any Member with written documentation supporting the request for vote provided to the EB members present at the meeting. Written documentation and evidence of lack of leadership must be submitted at the time of the vote or the request will be considered invalid.
- h. If for whatever reason an officer cannot fulfill their duties for the remainder of the year, a special election will be held at the next regular monthly meeting to elect a Member to the vacant position by a show of hands. Nominees will complete the original term prior to the next regular election. All Elected Officer criteria must apply (see Article IV, Section 1).
- i. EB officers will conduct club business via email and at the monthly meetings. While this is not a requirement that all EB members have email; email will greatly improve the flow of communications to other EB Members and the Membership in general. EB members without email are responsible for ensuring they are informed about club matters and duties.

## **Article V: Responsibilities of EB Officers & Appointed Positions**

### **EB Officers**

#### **Section 1: President**

The President shall:

- a. Preside over EB meetings (formal or informal) as well as all monthly meetings and call all meetings to order.
- b. After counseling with EB Members and having been given input from the general Membership, the President shall establish the calendar of monthly meetings and contests, demos, lectures, etc., if any that will be presented at each meeting for the remainder of the year and into the following January. This calendar will be completed and presented at the January meeting.
- c. Be responsible for maintaining a balanced budget of funds and having the Treasurer report quarterly the status of the budget to the general Membership.
- d. Delegate additional responsibilities, such as a committee chairman, to any EB Member or assigned to any Member by the President.
- e. Responsible for developing the Club Contest schedule & themes, and arranging monthly demonstrations. This schedule/calendar is to be submitted to the Web Master and Newsletter editor.
- f. Responsible for annual review of the current bylaws/procedures and to select up to four members at large to review and recommend changes. These updates will be presented at the December meeting to allow the membership to review and comment, prior to the January meeting when the revised document will be voted on by the membership.
- g. Acts as representative (or Proxy) of the club at the regional business meeting held annually at the Region II Convention.
- h. Direct and supervise EB activities and any and all established committees (ODO, bylaws, etc)
- i. During the year Members may make recommended changes to the by laws for consideration at the July meeting. It is the responsibility of the President to write the appropriate language and to keep records of proposed by law changes until the July meeting. See Articles X and XI for additional information.

- j. At the December meeting, the President shall select an outstanding Member to receive the “Presidents Award” to a club Member who has shown the most enthusiasm, spirit and dedication to the IPMSRC during the current year. This “Presidents Award” will be selected by the President. At the December meeting the President will present to the club the reasons and examples of the selected member’s accomplishments to the club. The award may be given on the grounds of:
  - 1. Proven modeling advances in modeling skills and participation in demos, contests and other modeling related activities
  - 2. Service and dedication to the club and its members in contest participation, committees and other service to the club.
  
- k. The President shall be responsible for access to the meeting facility and shall possess the means with which to open the facility for all meetings 30 minutes prior to the start of any chapter function. The President will also be responsible for serving as the liaison with the meeting facility location to maintain good relations.
  
- L. The President shall be responsible for storing and maintaining all miscellaneous items that might be passed to him from the previous President. Examples of these items can be but not limited to: Paperwork conducted during the course of the calendar year, left over contest items and any other paperwork that is deemed “valuable”.

## **Section 2: Vice-President**

The Vice President shall:

- a. In the absence of the President the Vice-President shall preside over all monthly meetings.
- b. Advise the President in determining the yearly calendar of monthly meetings and events to take place including contests, clinics, demonstrations, etc., if any.
- c. Assist the President as needed in club activities.
- d. Preside over and coordinate Member and or immediate family member condolences. Including ordering of donations/flowers/gift cards etc. The VP will also notify the Membership of recent condolences presented on behalf of the club.
- e. Orient and introduce new Members to the Chapter.
- f. Recommend and coordinate the club’s community activities and sponsored events. This will include: Museum displays, contest trips, presentations, the annual holiday dinner in December, public demonstrations. The Vice-President shall also serve as secondary access “key” user, insuring that the facility will be open 30 minutes prior to the start of all meetings. In this role, the Vice-President will maintain close contacts with the President of the chapter to insure that the key is obtained so that the VP can open the facility if the President cannot be at the meeting.

## **Section 3: Secretary**

The Secretary shall:

- a. The Secretary shall keep minutes of the monthly Membership meetings and all EB meetings (if any) and provide printed/electronic copies to the Newsletter Editor within one week of the meeting.
- b. Assist the President in determining the yearly calendar of monthly meetings and activities including contests, demos, lectures, etc., if any that will be presented at each meeting.
- c. Maintain the “Thousand Points of Glue” form for the Newsletter and turn it over to the Editor each month.
- d. Assist the President in running the monthly meetings in accordance with the established bylaws.
- e. Maintain the entire club records (minutes) and any other pertinent documentation from the current year. After the year is over the documents are turned over to the club Historian for cataloging and preservation. Copies of the newsletter may be considered minutes when the meetings events are documented.
- f. Work with the Historian to maintain the history of the club via document review, electronic and or hardcopy printouts.
- g. The Secretary will assist the EB with correspondence when necessary.

## **Section 4: Treasurer**

The Treasurer shall:

- a. Keep and have available at every club meeting for review by the Membership if requested, accurate accounting of revenues and expenses.
- b. Will complete (and or coordinate) the annual IPMS Charter form; return it to IPMS in a timely manner and retain a copy for the club.
- c. Shall maintain a list of names and addresses of all current IPMSRC Members. And will be responsible for the distribution of annual Membership cards for the Members.
- d. Prepare an annual FY budget (July – June) with the assistance of the EB to include projected annual income and expenses, no later than the August IPMSRC Meeting. The Membership will approve/disapprove of the budget by a majority vote at the September meeting.
- e. Provide a quarterly written accounting of IPMSRC funds, abbreviated Financial Statements, and budget comparison to the President and the general Membership.
- f. Assist the President and the EB determining the status of the treasury with respect to the annual planned budget.
- g. Assist the President and the EB in determining the yearly calendar of general meetings and events to take place including contests, clinics, lectures, etc., that will be presented at each meeting.
- h. Advise the President in the preparation of the annual budget and the disbursement of funds through the year. This process can project periods greater than one year, but projections past the upcoming year must be validated when the projected year occurs.
- i. Appoint a Member (non EB Member) to act as the Assistant Treasurer and have check-signing authority in case the Treasurer is incapacitated.
- j. Maintain the integrity of all cash funds of the club at an established financial institution. The EB, at the Treasures' recommendation may change banks if deemed necessary and appropriate.
- k. Be responsible for all monies taken in and disbursed at the annual contest (aka, ODO).
- l. Provide oversight and guidance to annual the club's hosted contest expenditures for all local, Regional and National events.

## **Appointed Positions**

### **Section 5: Newsletter Editor**

The Newsletter Editor shall:

- a. Be responsible for the publication of the monthly printed and or electronic newsletter to be published preferably at least one week prior to each monthly meeting. The newsletter content may include date, time, location, and contest theme of the next meeting; highlights of the previous meeting; summary of any EB decisions or resolutions; a brief quarterly financial summary; pertinent articles of interest to modelers in the club; and announcements of national and regional interest as directed by the EB. Additional content is encouraged.
- b. If not the same person as the Webmaster, the Newsletter Editor will provide input (preferably in electronic format) to the Webmaster for posting on the website at the direction of EB at least one week prior to each monthly meeting.
- c. Be appointed by the President or by majority vote of the Membership. This position may be combined with any position.

### **Section 6: Webmaster**

The Webmaster shall:

- a. Be responsible for development, maintenance and timely updates to the club website.
- b. If not the same person as the Newsletter Editor, the Webmaster, will receive input (preferably in electronic format) from the Newsletter Editor and or any Member for posting content on the Website at the direction of EB.
- c. Be appointed by the President or by majority vote of the Membership. This position may be combined with any other position.
- d. On an annual basis save the entire website to an appropriate media source and submit to the Club Historian for cataloging purposes.

### **Section 7: Chapter Point of Contact**

The Chapter Point of Contact shall:

- a. Be responsible for receiving and transmitting Club information to Regional and National IPMS clubs as needed. When receiving information from other organizations, the Chapter Contact shall coordinate such information with the EB in order that it is disseminated to the club in a timely and efficient manner.
- b. Be appointed by the President or by majority vote of the Membership. This position may be combined with any position.
- c. Serve as the single point of contact for the club as posted on the Website, Newsletter, Contest Flyers, recruitment flyers, and other club advertisements.
- d. Be encouraged to assume the role of a Vendor Liaison. This role, though not a club position, affords the Chapter Contact to act as a solicitor of Vendors to participate in our annual Contest.

## **Section 8: ODO Contest Chairman (see Article VII for additional information on contests)**

The ODO Contest Chairman shall:

- a. Serve for all contests the club is involved in sponsoring, if the Membership decides to run an annual contest in any calendar year, be it a local, regional or a national show.
- b. Be responsible to select a committee of Members to serve various roles with assigned tasks in order to host a contest.
- c. If the club is planning more than one show in a calendar year the Chairman will become the Chairman for both shows and may delegate authority to a contest committee Member to become the Associate Chairman for that show and lead all planning for the other show.
- d. Organize and oversee all activities of the contest and appoint a Head Judge to select category judges from the committee and or the club Membership.
- e. Be appointed by the President or by majority vote of the Membership. This position may be combined with any other position.
- f. Work with the Treasurer to ensure expenditures fall within Appendix A: "Contest Budget Guidelines."
- g. Only the Contest Committee will have final approval of all contest activities including the spending of club funds for the support of the contest up to the approved amounts as noted in Appendix A: "Contest Budget Guidelines". This includes raffle purchases, trophies/medallions, and other necessary items required for the contest. However, the Chairman will have the final authority in all other smaller issues. If a consensus cannot be reached by the contest committee on club Member impacting decision (such as hosting a regional) then the Chairman must bring the concern to the membership for a majority vote.

## **Section 9: Club Historian**

The Club Historian shall:

- a. Maintain all historical documents including club records (minutes and or newsletters) and any other pertinent documentation from the club's inception to the current year. After the year is over the current year documents are turned over from the EB for cataloging and preservation.
- b. Maintain all documentation and memorabilia pertinent to the club's history in an organized and cataloged manner. All property shall be kept in plastic protective containers – safe from urinating animals. The EB shall purchase additional containers as need.
- c. Be appointed by the President or by majority vote of the Membership. This position may be combined with any other position.

## **Section 10: Raffle Coordinator**

The Raffle Coordinator shall:

- a. Be responsible for the storage, disbursement and purchase of items for the monthly meeting and all contests sponsored by the club.
- b. A monthly club raffle is desired but not required. It is dependent on participation of the membership and current supplies.
- c. Use ticket proceeds to purchase new kits and or collections where feasible. The EB may approve additional funds for the raffle and to entice ticket sales subject to Appendix A: "Club Contest Raffle Monies."
- d. Two or three high quality items should be included for the monthly club raffle.
- e. By default will also be the club's annual /Regional/National Contest raffle coordinator.
- f. Be appointed by the President or by majority vote of the Membership. This position may be combined with any other position.

- g. Maintain a log specifying income from monthly ticket sales and expenditures to purchase raffle prizes. A separate recode of income/expenses for the ODO or other annual shows is required.

## **Article VI: Meetings**

### **Section 1: General Meetings**

- a. IPMSRC has twelve scheduled general meetings in a year. These meetings are scheduled for the second Tuesday of each month. These dates may be rescheduled as to not conflict with holidays and other previously scheduled events. At least one month prior to the conflicting date, the EB will recommend alternative dates and ask the membership for a brief vote of preference for an alternative date.
- b. General meetings are intended to be fun. The main activities of the meeting are to be a brief monthly business meeting followed by a quarterly club contest, demos, presentations of newly completed projects, and discussions to enhance modeling skills and abilities of IPMSRC Members. Business will be kept to a minimum to welcome guests, inform IPMSRC Membership of IPMS news, upcoming events, and announce or confirm EB decisions.
- c. IPMSRC general meetings are open to guests of IPMSRC, whether the guest is attending with an IPMSRC Member or not. Guests are not entitled to Membership privileges such as voting for EB officers, but may participate in IPMSRC monthly contests. They may observe IPMSRC activities, clinics, and may participate in IPMSRC auctions, raffles or swap meets.
- d. Recommended meeting agenda with estimated time (in minutes) for each:
  - i. Gather, gaggle & purchase raffle tickets( 6:30pm – 7pm)
  - ii. Start time 7pm, Intro & Welcome (2 minutes)
  - iii. Business updates: (total time 20 minutes)
    1. Any tables items from previous meeting (10 minutes max)
    2. President (shows, results, news, activities, other info and club need to know info, contest)
    3. VP (condolences, new member updates)
    4. Treasurer (reports, news etc)
    5. Secretary(updates, etc)
    6. Other appointed position updates (Webmaster, Historian, Club Contact, etc)
  - iv. New discussions, motions, etc. (8 minutes)
  - v. Presentations (show-n-tell) (3 minutes max each model) (45 minutes)
  - vi. Demo, Presentation or Club Contest (20 minutes)
  - vii. Raffle (25 minutes)
  - viii. Dismissal 9pm

### **Section 2: Contest Committee Meetings**

- a. Contest committee meetings are called by the Contest Chairman and should be attended by all contest committee members. These meetings should be held as necessary for the planning and coordinating of sponsored contests.
- b. Contest committee meetings are intended to evaluate the status of contest preparations and to ensure established deadlines are met.

### **Section 3: Membership Procedures for Voting & Discussions**

- a. At all times the President (or the presiding EB Member) has the authority to table discussions, end sidebar conversations and halt all discussions regarding business and club matters during general meetings if the time has expired or the discussions become unproductive.
- b. Any EB Member or Member may make a proposal during the business portion of a meeting only. The process follows the following procedure:
  - i. The Member makes a proposal to the club subject to these bylaws. The Member and Membership can then discuss the proposal.
  - ii. The proposing Member, after 5 minutes max discussion, will be asked by the President if he/she want to make an official proposal (with any modifications made during the discussion time) if Yes, the Member states the proposal and the President asks for a second motion, if received the President will ask a vote for or against. The majority vote rules.
  - iii. If the proposing member withdraws their proposal, no further discussion will be made. If the proposal is not seconded then the proposal fails and no further discussion will be made.

## **Article VII: Annual Model Contest & Show (aka Old Dominion Open , ODO)**

### **Section 1: Approval (this also applies to the club hosting Regional and National level events)**

- a. The Membership, at within two months following the annual contest, will vote to hold another contest the following year and to reaffirm the current Contest Chairman, as the future contest Chairman. An EB or other club Member may at this time nominate a new Contest Chairman. A majority vote of the Membership present will determine the next Contest Chairman.
- b. Once a contest is approved by the Membership a 2/3 majority vote present at a general meeting would be required to cancel an upcoming contest. This vote will be nullified if the club has invested in, and or signed a contract with a venue for the purpose of hosting the approved contest.
- c. IPMSUSA approval must be sought from the Region II Coordinator and the show dates approved of one year in advance to reserve the date on the IPMSUSA calendar

### **Section 2: General Contest Committee Guidelines**

- a. The Contest Chairman appoints (asks for volunteers) from the Membership to participate in the planning and coordinating of the contest. Only Members in good standing are allowed to participate.
- b. A minimum of six face-to-face committee meetings must be held during the year to ensure adherence to the schedule set forth by the Chairman.
- c. A committee of 10 members or less is a reasonable guideline for staff members.

## **Article VIII: Accounting and the use of IPMSRC Funds**

### **Section 1: General**

IPMSRC funds are to be obtained through monthly Membership dues, donations, fundraisers and other lawful means. They are to be accounted for and used for the betterment of IPMSRC under the direction of the IPMSRC EB. No Member of the EB or general Membership of IPMSRC shall benefit and or privately profit from the funds.

### **Section 2: Expenditures & Donations**

- a. Any club expenditure not listed within the EB approval range established by Appendix A. or within the current budget, must be recommended by the EB and approved by a majority vote of the Membership present at a general meeting. If there is an emergency requirement for the expenditure, with verbal agreement by the EB members, the expenditure can occur, but it must be ratified and confirmed at the next possible club meeting. If the Membership does not approve of the emergency expense, all efforts will be made to recover the funds if possible. The Membership can determine further action required if necessary in such cases.
- b. No club financial support will be given to individuals, private projects or ventures in any form.
- c. IPMSRC may accept gifts, collections of built or un-built models, supplies, reference libraries or other types of collections. Such gifts will be offered for sale to the membership and the monies derived there from will be placed in the Treasury.
- d. Donations and or sponsorships usually are intended for the support of the annual contest and as such will be deposited with the Treasury and accounted as income towards the contest budget unless otherwise specified by the donor.

### **Section 3: Reimbursement**

Reimbursement to any single person for materials, supplies or reasonable services, not included in the annual contest budget must have the prior approval of a majority of the EB and Membership. To receive reimbursement after Membership approval for the expenditure, the requestor must provide the club with receipts or reports itemized in such detail as to be able to identify what was purchased and when it was purchased.

### **Section 4: Audit & Availability of Financial Records**

- a. An audit of the Chapter funds shall be performed if there is evidence of fraud, or other serious improprieties as determined by a majority of the Executive Board, or by a two-thirds majority of the Membership. If approved the EB can recommend an independent outside audit of the club accounts. Ballots for a vote are to be made available via the Newsletter and the vote to take place at the next meeting after the announcement of the findings from the EB.
- b. The Treasurer, or his designated representative, will have financial records (ledger, bankbook, etc.) available at the meetings where the quarterly financials are presented to allow timely and effective financial decisions to be made by the membership.

## **Article IX: Liability**

### **Section 1: Legal Liability**

The annual club contests of the Chapter are covered by the Group Liability Insurance Policy provided by IPMS/USA. Group activities (meetings, contests, mall shows, etc.) may or may not be covered by the IPMSUSA insurance.

### **Section 2: Financial Liability**

- a. Authorization. Officers, appointees, Committee Chairs and other Members working on approved projects for the Chapter shall be reimbursed for normal operating expenses up to the amount indicated in the By-Laws, subject to the approval of the President or Treasurer.
- b. Chapter Liability. No member or committee of the Chapter shall have the authority to incur any indebtedness or pecuniary obligation for which the Chapter shall be responsible, except to the extent previously authorized by Chapter By-Law. Should any member, or committee, obligate the Chapter without proper authority, that member, or committee, will be held liable for the debt.
- c. Individual Member Liability. Each member must understand that, should the Chapter become financially liable to a third party, according to Section 2b, above, the member may be held in liability.

## **Article XI: Dissolution**

- a. In the event of dissolution of IPMSRC for any reason, all current funds will be used to resolve any debt or financial responsibilities of IPMSRC. Any remaining funds will be donated equally (20%) to an ordnance museum, an aircraft museum, and automotive museum, and IPMSUSA, and a maritime museum in the name of the IPMSRC club.
- b. Disbursements to the above mentioned museums must be a Virginia museum with preferential consideration given to the organizations that supported the IPMSRC in the past. For example, three Armor museums may deserve support. The EB may elect to split the 20% between all three.
- c. No Member of IPMSRC shall profit from the use of any of the remaining funds.

## **Article X: Amendments & Membership Procedures for voting**

- a. Amendments to these bylaws shall take place at the annual June general meeting where members may propose changes. All proposals will be assimilated and published by official notification to the membership via the newsletter or separate print out at the July meeting. A majority vote for/against the amendments (one by one) will be made at the July meeting and incorporated into the by-laws and published before the August meeting for signature by the EB.
- b. Members may also propose amendments for consideration at any time and recorded for review at the July meeting. It is the responsibility of the President to propose the appropriate language and to keep records of proposed by law changes until the June meeting.

## **Article XI: Ratification**

### **Section 1: Ratification Requirements**

A majority vote by the Membership in favor of the adoption of these bylaws is required for these bylaws to go become effective. Once ratified, the bylaws are in effect immediately until fully replaced or voted out of existence by the Membership.

### **Section 2: Ratification History**

These bylaws were ratified and implemented by a majority of the IPMSRC Membership on June 25, 2009

Validated by Acting: President \_\_\_\_\_ (printed) \_\_\_\_\_

Vice President \_\_\_\_\_ (printed) \_\_\_\_\_

Treasurer \_\_\_\_\_ (printed) \_\_\_\_\_

Secretary \_\_\_\_\_ (printed) \_\_\_\_\_

**APPENDIX A: Annual Reoccurring Club Expenses**

**Purpose:** Establish a set of re-occurring nominal expenses associated with the normal operation of the club. These expenses outlined below are approved by the Membership (via the bylaws) and remain in effect until revised by the Membership. Expenses exceeding or anticipated to exceed the maximum allowable expenses must be brought to the attention of the Membership by the Treasurer and approved by the Membership. This appendix will be revised and signed at that time.

Re-occurring fees paid by IPMS Richmond	Frequency	Estimated Annual Cost	[Max Cost]:
1. State Corporation Annual Dues	Annually	\$25.00	\$50.00
2. Post Office Box Rental	Annually	\$35.00	\$50.00
3. National IPMS Membership dues for Club	Annually	\$20.00	\$50.00
4. Website Hosting, Domain Name Registration	Annually	\$450.00	\$600.00
5. President’s Award	Annually	\$25.00	\$50.00
6. Postage (Newsletter, special mailings)	Various	\$300.00	\$500.00
7. Printing & Supplies (newsletter, club contests)	Various	\$200.00	\$300.00
8. Club Contest awards	Quarterly	\$50.00	\$75.00
9. Banking charges for IPMS account	Various	\$25.00	\$50.00
10. Holiday dinner (December)	Annually	\$100.00	\$200.00
11. Miscellaneous (Promotional travel reimbursement)	Various	\$100.00	\$150.00
12. Club Contest Raffle Monies	Various	\$150.00	\$300.00

13. Contest Sponsorships Per Event

**Notes:** - Contests sponsored are Local IPMS events within a five hour driving distance of Richmond, the Region II and National Conventions. The EB can elect to sponsor other Modeling related events that may be new in the area (five hour drive) without the approval of the Membership – subject to the total budgeted amount.

a. National Contests ( <i>IPMS, AMPS, NNL, etc.</i> ), Best Junior or Junior Categories		\$100.00	\$200.00
b. Regional Contests ( <i>IPMS, AMPS, NNL, etc.</i> ), Best Junior or Junior Categories		\$75.00	\$150.00
c. Local Contests ( <i>IPMS, AMPS, NNL, etc.</i> ), Best Junior or Junior Categories		\$50.00	\$100.00
<i>(Known shows/club events included but not limited to: TAMS, NOVA, Lynchburg, AMPS, Roanoke, Central Pen, New Bern, Raleigh, Winston-Salem, DC/Baltimore, and Tidewater)</i>			
d. Budgeted limit for all contest sponsorships:	Annually	\$1000.00	\$1,500.00

14. Condolences

**Note** - Members must notify a Member of the E-Board with in a reasonable time period (3 months of event) to receive gift. Gifts may be Flowers, Donations to Charitable Organization, or Grocery Gift Card to the immediate family.

a. Member or Immediate family	Per Event	\$200.00	\$300.00
<i>Immediate Family defined as: Member, Member’s Spouse/Children/Parents/Siblings (No More than \$100.00 per event)</i>			
b. Members Extended Family,	Per Event	\$100.00	\$200.00
<i>Extended Family defined as: Member’s Grandparents, Spouses Parents, (No more than \$25.00 per event)</i>			

15. Per event, annual Club Contest Budget: ODO Contest

Annually, per event \$3,000 - \$15,000 \$15,000

16. Hosting a Regional Contest

Annually, per event \$6,000 - \$20,000 \$20,000

Membership Approved Date: \_\_\_\_\_

Validated by Acting: President \_\_\_\_\_ (printed) \_\_\_\_\_

Vice President \_\_\_\_\_ (printed) \_\_\_\_\_

Treasurer \_\_\_\_\_ (printed) \_\_\_\_\_

Secretary \_\_\_\_\_ (printed) \_\_\_\_\_

**APPENDIX B: Membership Application**

**Application for Membership in the  
International Plastic Modelers Society, Richmond VA Chapter**

**Dues Paid:**

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**First join date:** \_\_\_\_\_

**Applicant name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State & Zip code:** \_\_\_\_\_

**Home Phone:** ( ) - **Work Phone:** ( ) - **Mobile Phone:** ( ) -

**Email:** \_\_\_\_\_

*Note: Please provide an email address so we can email your newsletter to you and keep in contact to quickly notify of news and changes in the club schedule.*

**Spouse:** \_\_\_\_\_

**Children:** \_\_\_\_\_

**Modeling interests:**      **1/72**      **1/48**      **1/35**      **1/32**      **1/24**      **other**

<b>Aircraft</b>						
<b>Armor</b>						
<b>Auto</b>						
<b>Sci-Fi Fantasy</b>						
<b>Maritime</b>						
<b>Other</b>						

*By signing below the applicant acknowledges and agrees to the IPMSRC by-laws and terms of Membership*

Applicant signature: \_\_\_\_\_

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**IPMS Richmond Dues Receipt**

Member Name: \_\_\_\_\_ Due Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approval IPMS RC Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C: IPMSRC Meetings and Member Code of Conduct**

We the Membership of the IPMS Richmond Virginia have decided to adopt the uniform code of conduct printed below. This code was developed to prevent disputes within the club membership and insure order within the meetings.

**Code of Conduct**

**1. Thou shall not judge** - ...unless asked. The statement “what do you think?” is not open invitation for full IPMS/USA or AMPS style judging. Remember to offer positive encouragement... nix negative comments.

**2. Thou shall not argue** - discussions and debate are welcome. Heated discussions and arguing are not. If this happens you will be asked by the President to cool it if the tempers flair. If you can not calm down, you will be asked to leave the meeting grounds this includes the parking area.

**3. Thou shall not curse** - the occasional four letter word is ok if it’s just us adults. Sometimes junior members and or guests are present and using profanity--even whispering--are a strict no-no. We should control our language, especially in the presence of children and young teens. The only thing we want them to take home with them are modeling skills, not language skills.

**4. Thou shall not touch another builder’s model** - ...unless permission has been granted to you. One drop can kill hundreds of hours of work. People have been killed for less.

**5. Thou shall have fun** - this is a hobby, something to be enjoyed. We should all let others see the enjoyment we have and share with others. If problems should arise please report the problem to the President or another club officer. The infraction should then be handled as follows:

- A. Talk to the individual with another officer as a witness about the problem.
- B. Bring the matter to the EB for consideration and possible discipline in accordance with the club bylaws.
- C. If the problem is serious enough the matter will be brought to the full club for voting.

**6. Thou shall not discriminate** –Discrimination in any form will not be tolerated towards any race, creed, age, gender, sexual orientation or ethnicity by members of IPMS Richmond. This will include offensive jokes, emails, website articles or any other form of electronic media as well as written or spoken for the sole purpose of amusement by our members. IPMS Richmond welcomes all forms of diversity to our chapter and we will not exclude those that may not have views such as our own. This is about the love of building models, not about the individual. The individual has the right to participate in an atmosphere where they can feel free to express their desire to practice the model building hobby. Any discrimination that is noted should be brought to the attention of

the President or EB for review and corrective action. Corrective action is spelled out in **Article III, Section 5: Membership Termination**