

Eastern Carolina Plastic Modelers' Club

Constitution And By-laws

Constitution

ARTICLE I

The name of this organization is the Eastern Carolina Plastic Modelers' Club (ECPMC)

ARTICLE II

The purposes of this organization are:

- A. To advance the art and enjoyment of scale modeling.
- B. To ensure timely exchange of modeling information in an enjoyable setting.

ARTICLE III

The objectives of this organization are:

- A. To establish, maintain, and provide an information service for the benefit of the membership.
- B. To encourage interest in scale modeling and assist interested groups and organizations.

By-Laws

ARTICLE I GENERAL PROVISIONS

Section 1. The Club shall meet at a site to be determined by the Executive Board.

Section 2. The membership of the Club is liable under the laws of the State of North Carolina for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE II MEMBERSHIP

Section 1. Application for Membership:

- A. Any individual regardless of race, color or creed, physical abilities, or national origin, expressing a desire to become a member of ECPMC, may by filing an official application form, be considered for membership by the Executive Board.

- B. The Executive Board will have the ultimate responsibility and decision for acceptance or rejection of any applicant.
- C. Any applicant accepted for membership agrees to abide by the terms and conditions of the Constitution and By-laws of ECPMC and regulations and directives published by the Executive Board

Section 2. Termination of Membership:

Individual membership in the Club may be terminated for any of the following reasons.

- A. **Request of the member:** A Member may request termination of membership by notifying the Secretary, who then shall notify the Executive Board. He/she shall make appropriate notations on Club records. Prepaid annual dues will be reimbursed according to the Constitution. (Refer to Article VII, Section 3, "Dues Refund")
- B. **Misconduct:** The Executive Board, after giving notice to all effected members, may suspend or revoke membership privileges for any of the following reasons:
 - (1) Violating the provisions of the Club Constitution or By-laws.
 - (2) Being in arrears for Club dues for six consecutive months.

Section 3. Classes of Membership:

- A. **Member in Good Standing:** Any person who joins and maintains their dues and abides by the ECPMC Constitution and By-laws.
- B. **Junior Member in Good Standing:**
 - (1) Any member meeting provisions of paragraph (A) above and have not yet reached their eighteenth (18) birthday.
 - (2) Dues will be decided by a vote of the Club's membership and/or Executive Board
- C. **Honorary Member:** Membership shall be afforded any individual or organization that can and will provide material benefit to the membership. Any member may make nominations in good standing. This privilege may be granted only by the Executive Board and will be reviewed annually.
- D. **Family Associate Membership** is available to any member of the immediate family of any member in good standing of ECPMC. Family Associate Membership is on an annual basis at the dues set by the Executive Board. They can attend any ECPMC meeting or function/contest and enjoy all other privileges of membership.

Section 4. Privileges of Membership:

- A. All members in good standing shall be privileged to vote, hold office, serve on committees, attend meetings, receive all local publications, and enjoy other benefits accruing to membership of this Club.
- B. Honorary members shall be privileged to attend meetings and other club functions and receive all local publications.

ARTICLE III OFFICERS

Section 1. The officers of the Club shall consist of the following: Secretary, Treasurer, Web-Master and Chapter Contact

Section 2. The officers shall constitute "The Executive Board".

Section 3. Members may be appointed by the Executive Board to a specified title to ease the functioning of the Club.

Section 4. All officers in appointed positions must be members in good standing within the club and current members of IPMS/USA

Section 5. The Chapter Contact may be combined with any of the other officer positions.

Section 6. Each officer shall be considered equal to all other officers.

ARTICLE IV DUTIES OF THE OFFICERS

Section 1. Secretary:

- A. The Secretary shall keep minutes of all meetings of the Club, Executive Board, and other meetings as needed
- B. The Secretary shall review the minutes of the previous month's meeting at the current meeting if so directed by the Executive Board.

Section 2. Treasurer:

- A. The Treasurer shall collect all monies and make all disbursements, keeping detailed accounts of all monies received and expended by the Club.
- B. The Treasurer will make a yearly financial report that will be presented to the membership at the January meeting.
- C. The Treasurer shall keep the Executive Board aware of the financial status of the Club at all times.
- D. The Treasurer shall have at all monthly meetings a ledger that contains all regular accounts of the Club. It shall be available for inspection by any member of the Executive Board or of the Club.
- E. The Treasurer shall make a report at the monthly meetings if so requested by the Executive Board.
- F. The Treasurer shall maintain a record showing the payment of dues by each member

Section 3. Web-Master:

The Web-Master shall be responsible for the Club's web-page.

Section 4. Chapter Contact:

The Chapter Contact's (CC) primary duty is to receive information from IPMS National, IPMS Region 12, and/or any other IPMS regions and chapters and to disseminate that information to the club officers for action or to all club members for information, as appropriate. The CC will track items requiring a response and ensure that response is made to the appropriate person in the timeframe required. The CC is required to have personal internet and email capability.

Section 5. Executive Board:

- A. The Executive Board shall consist of the officers of the club.
- B. The Executive Board shall be responsible for the operation of the club

ARTICLE V DUTIES of APPOINTED OFFICIALS

Section 1. Other Titled Positions: By directive of the Executive Board, any positions found necessary to the functioning, control and maintenance of ECPMC may be instituted. The positions will be under direct control of the Executive Board for the time required.

Section 2. Committees for specific tasks as required shall be selected and terminated by the Executive Board.

ARTICLE VI ELECTIONS

Nominations for Club officers will be taken in the last quarter of the calendar year at one of the general meetings, for the term beginning in January of the following calendar year. Each officer will be elected by a majority vote of members present at the November meeting. Voting will be by hand vote.

ARTICLE VII METHOD of FINANCING

Section 1. Establishment of Amounts for Dues: Establishment of the amount of dues will normally be made by a majority vote of members present at the January general membership meeting. However, dues rates may be changed at any regular monthly meeting, provided that the change is approved by a majority vote of members present at the general membership meeting.

Section 2. Payment of Dues: Each member shall pay dues annually at a rate established by majority vote of the membership.

Section 3. Dues Refunds: In the event a member in good standing leaves the Club, on his/her written request he/she will be reimbursed the prepaid dues remaining for his term of membership. Reimbursement shall be on a prorated basis.

Section 4. Other Methods of Financing: Other methods of financing shall be decided by majority vote of the Clubs membership at any general meeting.

Section 5. Club Bank Account(s): Club funds will be deposited in a commercial bank account at a facility selected by the Executive Board. Access to the account (signature card) shall be limited to the Treasurer and one other person who is approved by the Executive Board. Cash on hand (petty cash) shall not exceed \$25.

ARTICLE VIII MEETINGS and ACTIVITIES

Section 1. Meetings:

- A. **Regular Meetings:** Will be held at least once each month.
- B. **Business Meetings:** May be called by the Executive Board. All such meetings will be opened to the general membership.
- C. **Procedure:** Regular meetings shall be called to order and conducted in a respectful manner.
- D. **Notification:** Notification of meetings shall be made at the general meeting, by public announcement, personal notification and/or the Club web-page.
- E. **Voting:** Each member in good standing is entitled to one vote at all proceedings. Voting will be by a show of hands.
- F. **Quorums:** No quorum is required to open a regularly scheduled meeting. For any vote to change a provision of this Constitution, or to establish or change a By-law, a quorum of at least one-half of the active membership is required. **Computing the Active Membership;** an individual will be considered active if they are a member in good standing and have attended at least one meeting of any kind in the previous six months.

Section 2. Activities:

- A. **Regular Meetings:** Activities at the regular meetings shall consist of but are not limited to the following: films, slide presentations, guest speakers, lectures, modeling techniques demonstrations, and clinics.
- B. **Other Activities:** The Club may participate in other related activities outside regular scheduled meetings to promote the hobby.

ARTICLE IX ACCOUNTING

Section 1. Responsibility:

- A. The Treasurer shall be responsible for all financial accounting.
- B. The Treasurer shall maintain complete and detailed records of all receipts, expenditures, and records related to payment of dues and membership.
- C. The Treasurer shall ensure that Club liabilities do not exceed assets at any time.

Section 2. Financial Statements: An annual financial report will be prepared by the Treasurer and presented to the membership at the January meeting. The report will list assets and liabilities of the Club.

Section 3. Audit: An audit of Club funds will be accomplished when there is evidence of fraud, or other serious improprieties as directed by a majority of the Executive Board members, or by a majority of the Club membership.

Section 4. Availability of Records: The Treasurer, or his designated representative, will have financial records (ledger, bankbook, etc.) available at regular meetings so that timely and effective financial decisions may be made by the membership.

ARTICLE X LIABILITIES

Section 1. Club Liabilities: No member or committee of the Club shall have the authority to incur any indebtedness or pecuniary obligation for which the Club shall be responsible, except to the extent previously authorized by the Club, the Executive Board, or a Club appointed or duly authorized Finance Committee. Should any member obligate the Club without proper authority to do so, the Club will hold that member liable.

Section 2. Individual Member Liabilities: Each member must understand, should the Club become financially liable to a third party, they would be personally liable to share that debt if the Club's resources are insufficient to satisfy the indebtedness.

ARTICLE IX AMENDMENTS and ADOPTION

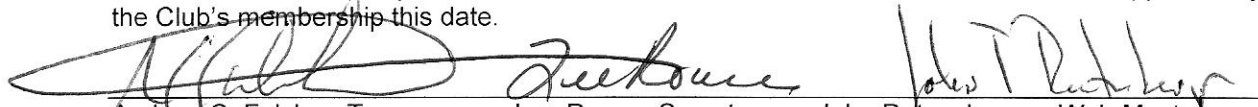
Section 1. Amendments: This Constitution and By-laws may be amended, but only by a majority vote of the regular membership of the Club. The Secretary shall give notice of the proposed amendment to the membership at least one month before the amendment is offered for adoption. Adoption may be made at a regular meeting, special Club meeting or by ballot via U.S. Mail.

Section 2. Adoption: This constitution will be adopted upon approval by an affirmative vote of a quorum of the active membership present at a scheduled meeting. (Refer to Article VIII. Section 1. Paragraph F. "Quorums")

ARTICLE XII DISSOLUTION

In the case of dissolution of this Club, whatever funds are contained in the Treasury at that time shall be used to satisfy any outstanding debts, liabilities, or obligations. Any remaining amounts shall be refunded to the membership on a prorated basis, or may be donated to a suitable charity(s) chosen at the last formal meeting of the Club.

Certification: We certify that this Constitution and By-laws have been reviewed and approved by the Club's membership this date.



Andrew C. Fulcher, Treasurer ; Lee Rouse, Secretary; John Ratzenberger, Web-Master
Eastern Carolina Plastic Modelers' Club

15 Nov '08

Date