

**Constitution  
Craig Hewitt Chapter  
International Plastic Modelers Society (USA Branch)  
(IPMS/USA)**

**Article 1  
Name and Purpose**

Section 1, Name.

The name of this organization shall be the **Craig Hewitt Chapter, International Plastic Modelers Society (USA Branch)**, hereinafter known as **IPMS/Craig Hewitt Chapter** or simply **the Chapter**.

Section 2, Purpose.

The purpose of the IPMS/Craig Hewitt Chapter shall be:

- a. To advance the art and enjoyment of scale modeling.
- b. To promote the understanding of the full-scale subjects and related history, where appropriate.

**Article 2  
General Provisions**

Section 1, Liability.

**All Members in Good Standing** and **Life Members** (see Article 4, Section 1a and 1b) of the IPMS/Craig Hewitt Chapter shall be liable, under the laws of Arizona, for organizational debts in the event the organizations assets are insufficient to discharge liabilities.

**Article 3  
Officers and Governing Body**

Section 1, Executive Board.

The Chapter Executive Board, hereinafter known as the Executive Board or E-Board, shall be the governing board of the Chapter. The Board shall have, but not be restricted to, the responsibility for planning of Chapter activities, approval of appointments, and approval of standing or special committee responsibilities and plans. The Executive Board shall consist of the following voting members, each one having a vote in E-Board matters:

President	Treasurer	Chapter Contact
Vice-President	The immediate Past President	Newsletter Editor
Secretary	One Member-At-Large	Webmaster

The Executive Board may have two non-voting members, consisting of the Program Chairperson and the Chapter Historian. These two positions are not required.

Section 2, Elected Officers

- a. **President.** The President shall exercise the powers and perform the duties assigned to him by the Chapter Constitution and By-Laws. The President shall serve as the Chief Executive Officer of the Chapter, and shall preside at all Chapter and Executive Board meetings. The President shall serve as Program Chair whenever no other person is designated.

- b. **Vice-President.** The Vice-President shall perform such Chapter-related duties as may be assigned by the President, or by the Chapter's Executive Board, within the terms of the Chapter Constitution and By-Laws, and shall perform such other duties as are usually incident to the office. The Vice-President shall discharge the duties of the President whenever, at the discretion of the Executive Board, the disability or absence of the President makes such service necessary.
- c. **Secretary.** The Secretary shall keep a record of the proceedings of all meetings of the Chapter, and of all other matters of which a record shall be ordered by the Chapter Executive Board. The Secretary shall keep a record of the membership of all committees, of their appointment or election. The Secretary shall serve as Chapter Historian whenever no other person is so designated. The Secretary shall act as membership registrar, maintaining a current roster of Chapter members in good standing. The Secretary shall be responsible for preventing distribution of this roster to any outside person or group without permission of the Executive Board. The Secretary shall issue notices of all special meetings. The Secretary shall perform such other duties as may, from time to time, be assigned by the President, the Executive Board, the Constitution and By-Laws of the Chapter, or as are usually incident to the office.
- d. **Treasurer.** The Treasurer shall be responsible for the Chapter Treasury. The Treasurer shall keep regular accounts in books belonging to the Chapter, which shall be open to the inspection of any member of the Chapter Executive Board. The treasurer is responsible for maintaining records of dues payments. The records shall be available for inspection at general membership meetings or as requested by the Executive Board. The Treasurer shall make annual reports upon the condition of the Treasury, and at such other times as shall be requested by the President or the Chapter Executive Board.
- e. **Member at Large.** The Executive Board Member At Large shall meet regularly with the Executive Board for the purposes of planning and executing programs for the good of the Chapter. The Member At Large may hold a specific position, such as Committee head, as appointed by the President.

### Section 2, Appointed Officers

The following positions shall be appointed by the President, with the approval of the Executive Board, from volunteers among the Chapter Members in good Standing and Life Members.

- a. **Required Officers.** The following positions are required, and shall be filled immediately whenever they become vacant. Those appointed and approved shall be voting members of the Executive Board.
  - 1. **Chapter Contact.** The Chapter Contact shall be the official liaison between the Chapter and IPMS/USA.
  - 2. **Newsletter Editor.** The Newsletter Editor shall be responsible for the publication of the Chapter newsletter.
  - 3. **Webmaster.** The Webmaster shall be responsible for the timely maintenance of the Chapter Internet Website.
- b. **Optional Officers.** The following may remain vacant at the discretion of the Executive Board. At such times, those duties shall be performed by those Elected Officers as specified in Article 3, Section 2. Those appointed and approved shall be non-voting members of the Executive Board.

1. **Program Chairperson.** The Program Chairperson shall be responsible for organizing and scheduling modeling demonstrations and other related presentations at the monthly Chapter General Meetings.
2. **Historian.** The Chapter Historian shall maintain copies of all Chapter publications, meeting minutes, and other and other documentation and memorabilia that constitute a history of the Chapter activities.

### Section 3, Elections.

#### a. General Provisions.

1. The term of office for all elected and appointed offices shall be two (2) years. An officer may be elected for not more than two consecutive terms, after which he is not eligible to run for the same elected office for one full year, with the exception of the Treasurer, who may succeed himself as often as the Membership so elects. This provision shall not apply to volunteer or appointed positions.
2. Chapter officers (President, Vice-President, Secretary, Treasurer, and Chapter Contact) must be members of IPMS/USA, at time they assume office.

#### b. Election Protocol.

1. The President shall appoint a Nomination Committee, consisting of three (3) members at the September general membership meeting, in odd numbered years.
2. The Nomination Committee shall present their nominees for Chapter Officers, and the at-large member of the Executive Board, at the October general membership meeting in odd numbered years. Nominations from the floor will be accepted at this meeting. Each candidate (nominee) must be a member in good standing with dues paid in the current year.
3. General elections shall be held during the November general membership meeting, in odd numbered years. Candidates for the general election shall be announced in the newsletter and/or by a special mailing (postal and/or electronic) before the November general membership meeting. The President shall relinquish control of the meeting to the Chairperson of the Nominating Committee for the elections.
4. Voting shall be by secret ballot. The Nomination Committee shall be responsible for distribution, collection, and counting of the ballots. The Nomination Committee shall count the ballots and announce the results at the same meeting.
5. Newly elected Officers will assume their elected positions on the first day of the following January.

### Section 4, Vacancies.

- a. In the case of a vacancy in any Office, save the President, the position shall be filled by appointment by the President, with the approval of the Executive Board, for the remainder of the term.
- b. In the case of the vacancy of the position of the President, the Vice-President shall assume the position and duties of the office.

## **Article 4 Membership**

### Section 1, Classes of Membership.

- a. **Member in Good Standing.** Any person who joins and maintains their dues, abides by the constitution and by-laws of IPMS/Craig Hewitt.

1. **Junior Member in Good Standing.** Any member meeting the provisions of the preceding paragraph and who has not reached their seventeenth (17<sup>th</sup>) birthday.
- b. **Life Member.** This may be granted by the Executive Board to a member having, to an outstanding degree, contributed to the success of IPMS/Craig Hewitt. This honor may not be rescinded at a later date, except for Termination of Membership for misconduct according to Article 4, Section 4b.
- c. **Honorary Member.** This shall be accorded to an individual or organization which can, and shall, provide material benefit to the Chapter. This privilege may be granted by the Executive Board and shall be reviewed annually.

#### Section 2. Privileges of Membership.

- a. Active Members.
  1. All Members in Good Standing and Life Members shall be eligible to vote, serve on committees, attend meetings, receive all local publications, and enjoy such other benefits accruing to membership in the Chapter.
  2. All Members in Good Standing and Life Members shall be eligible to hold elected office in the Chapter, in accordance with Article 3, Section 3a.
- b. Honorary members shall be privileged to attend meeting and other chapter functions and receive all local publications.

#### Section 3. Eligibility.

Membership shall be accorded to any person aspiring to the Purposes and Objectives of the Chapter. Members or attendees below the age of fourteen (14) must be accompanied at meetings by a parent or guardian, or attend under the sponsorship of an adult member in good standing or life member.

#### Section 4. Termination of Membership.

Individual membership in the Chapter may be terminated for any of the following reasons:

- a. **Request of the member.** An individual member may terminate membership by notifying the Chapter Secretary, who shall notify the Executive Board and make appropriate notations to the membership lists.
- b. **Involuntary Termination.** The Executive Board, after giving notice to all affected parties, and after a proper hearing, may suspend or revoke the membership privileges of any member, for any of the following reasons:
  1. **Misconduct.** Bringing discredit upon the member or the Chapter.

In the event of involuntary termination, the Secretary shall notify the Treasurer who will reimburse any prepaid annual dues according to Article 5, Section 2 and the Chapter By-Laws.

### **Article 5 Method of Financing**

#### Section 1. Establishment of the Amount of Dues.

The amount of dues shall be established by the Chapter By-Laws. The Executive Board shall present any new dues schedule at a general membership meeting, at which time the membership shall vote on the proposed change in accordance with Article 7, Section 4c. A simple majority vote shall be required

to establish or change the dues rate. A layered dues schedule, allowing lower rates for junior members, may be established by enactment of, or change to, a By-Law.

#### Section 2. Payment of Dues.

Each member, other than life and honorary members and such others as indicated in the By-Laws, shall pay dues annually, payable during January. Payment may be made at the general membership meeting or by mail to the Treasurer. Individuals joining the Chapter during the calendar year shall pay an amount as indicated in the By-Laws.

#### Section 3. Chapter Bank Accounts.

Chapter funds shall be deposited in a commercial bank account or Credit Union account at an institution selected by the Treasurer and approved by the Executive Board. Access to the account (signature cards) will be restricted to the President and the Treasurer. Limitations on petty cash on hand shall be set in the Chapter By-Laws.

### **Article 6 Activities**

#### Section 1. General Membership Meetings.

The Chapter's principal activity shall center on monthly meetings of the general membership. In addition to routine Chapter business, a program should be arranged in advance which will further the Chapter's, and members', activities. Programs shall include, but not be limited to, historical films, slide presentations, guest speakers, Chapter model contests, and other modeling, historical, or current event activities.

#### Section 2. Other Activities.

The Chapter may participate in, and organize, other activities outside the regular meeting schedule. These activities may include, but are not limited to, participation in model displays, make-and-takes, modeling workshops, etc. The Chapter may sponsor, or co-sponsor, contests or events open to non-members of the Chapter. Chapter members are encouraged to assist other organizations in providing modeling education and assist in judging school or other youth oriented contests.

### **Article 7 Meetings and Quorums**

#### Section 1. Procedure.

Chapter meetings shall be called to order and conducted under conventional rules of order.

#### Section 2. Notification.

Notification of meetings shall be made at previous meetings, public announcement using available media, Chapter publications, or personal notification, or a combination of the previous methods.

#### Section 3. Voting.

Each Member in Good Standing and Life Member (Article 4, Section 2a) shall be entitled to one (1) vote in all proceedings. Votes other than the election of Officers may be cast by voice, show of hands, or secret ballot as determined by the President or by request of an active member.

#### Section 4. Quorums.

- a. No quorum is required to open a scheduled general membership meeting.
- b. For any vote to change any provision of this Constitution, a quorum of a simple majority (50% plus 1) of the Members-in-Good Standing (Article 4, Section 2a) shall be required.

- c. Any change to the Chapter By-Laws may be voted by a simple majority (50% plus 1) of the Members in Good Standing in attendance at any general membership meeting. A quorum shall not be required for voting a change in the By-Laws.

#### Section 5. Chapter Year of Operations.

The Chapter year of operations shall coincide with the calendar year, January through December. Officers shall be elected as defined in Article 3, Section 5.

#### Section 6. Executive Board

- a. The Executive Board shall meet not less than once per calendar year.
- b. Any member of the Executive Board as defined in Article 3 Section 1, may call a meeting of the Executive Board.
- c. The Executive Board may meet in open or closed session. Meeting minutes shall be recorded of all Executive Board meetings, and such minutes shall be made available to the general Chapter membership.
- d. Under special circumstances, the Executive Board may consult and vote electronically by e-mail. Two-thirds of the Executive Board must agree to hold any electronic vote, though every reasonable effort shall be made to contact all Executive Board members prior to such agreement. The Executive Board shall make a report to the membership on any electronic voting, by announcement at the next general membership meeting, and by report in the Chapter Newsletter or by posting on the Chapter Website.
- e. A quorum of two-thirds (2/3) of the occupied voting positions in the Executive Board shall be required for any vote. Each member of the Executive Board shall have one vote, regardless of how many Chapter Offices said E-board member holds. A simple majority (50% plus 1) of the votes cast shall be required to decide a vote.

### **Article 8 Accounting**

#### Section 1. Responsibility.

The Treasurer shall be responsible for all financial accounting.

#### Section 2. Financial Statements.

An annual financial report, for the previous year, shall be prepared by the Chapter Treasurer and presented to the membership at the following January meeting. The report shall list the assets and liabilities of the Chapter. The Treasurer shall ensure that the liabilities do not exceed the assets at any time.

#### Section 3. Audit.

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 majority of the Chapter membership. An audit shall be performed when there is a change in the Treasurer position.

#### Section 4. Availability of Records.

The Treasurer, or his designated representative, will have financial records (ledger, bankbook, etc.) available at regular meetings to allow timely and effective financial decisions to be made by the membership.

## **Article 9 Liability**

### Section 1. Legal Liability.

The group activities (meetings, contests, mall shows, etc.) of the Chapter are covered by the Group Liability Insurance Policy provided by IPMS/USA.

### Section 2. Financial Liability.

- a. **Authorization.** Officers, appointees, Committed 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 would be personally liable to share that debt should the Chapter's resources be insufficient to satisfy the indebtedness.
- c. Individual chapter members may personally guarantee an extension of chapter funds.

## **Article 10 Committees**

### Section 1. Standing Committees.

The Chapter may provide for such standing committees as are deemed necessary. The President will appoint the members, designate the Chairperson, and fill vacancies as required. Examples of such committees are club publication, finance, and contest/competition.

### Section 2. Special Committees.

Either the Chapter membership, fully assembled, or the Executive Board, may create special committees and define their powers and duties, as required. Examples of such committees are Meeting Location and Special Investigations. The President shall appoint the members of such committees except in the case of a committee created to investigate the President, in which case the committee members shall be appointed by the Executive Board.

## **Article 11 Amendments and Adoption**

### Section 1. Amendments.

This constitution may be revised or amended by a majority vote of a quorum (Article 7, Section 4b) of the active membership (Article 4, Section 2a), provided that notice of the proposed revision or amendment has been read at a previous general membership meeting, and that notice of the proposed amendment has been published in a previous issue of a chapter publication, or that notice of the proposed amendment has been mailed to the active membership.

Section 2. Adoption.

This constitution will be adopted upon approval by affirmative vote of a quorum (Article 7, Section 4b) of the active membership (Article 4, Section 2a) present at a scheduled meeting (general membership or special.)

**Article 13**  
**Dissolution**

In the case of dissolution of the Chapter, whatever funds are contained in the treasury at that time shall be used to satisfy outstanding debts, liabilities, or obligations. Non-monetary assets owned by the Club shall be sold under the direction of the Executive Board. Residual funds will be allocated, equally, to the active membership (Article 4, Section 2a) at the time of dissolution. The active membership (Article 4, Section 2a) may elect to donate any residual funds to a worthy organization.

## **IPMS/CRAIG HEWITT CHAPTER BY-LAWS**

1. Article 5, Section 1. Establishment of the Amount of Dues.
  - a. Chapter dues are paid annually at the rate of eighteen dollars (\$12.00) per adult member and six dollars (\$6.00) per junior member.
  - b. Individuals joining the Chapter during the calendar year shall be levied an amount of the annual dues proportional to the number of general membership meetings remaining in the calendar year.
2. Article 6, Section 1. General Membership meetings shall be held monthly. The meeting date, time and location shall be published in the Chapter Newsletter and Website. The President and his designates are responsible for notifying the membership of changes in regular meeting date, time, or location.
3. Article 9, Section 2a. Indebtedness
  - a. An active member (Article 4, Section 2a), when authorized under Article 9, Section 2a, may incur an indebtedness or pecuniary obligation, not to exceed fifty dollars (\$50.00.)
  - b. A committee (Article 10) may, when authorized under Article 9, Section 2a, may incur an indebtedness or pecuniary obligation, not to exceed one hundred dollars (\$100.00.)
  - c. The limits established in Sections 1 and 2 may be increased by a majority vote of the members in good standing and life members (Crag Hewitt Chapter Constitution, Article 4, Sections 1a and 1b) present at a general membership meeting.
4. Article 5 Section 3. Petty Cash On Hand
  - a. Petty cash on hand in excess of \$100.00 shall be promptly deposited in the Chapter savings or checking account.