



Gateway Chapter-IPMS St. Louis, Missouri Constitution and By-Laws

Adopted 1976

Revised: December 1979, October 1980, February 1981, September 1982, October 1982, August 1983,
December 1991, December 1992, May 1995, October 2001, March 2006, October 2006

Chris Merseal
President

Bill Wagner
Vice President

Rick Keasey
Treasurer

Bob Delaney
Secretary

20 February 2018

All previous revisions have been incorporated into this document; however, this revision has made extensive modifications. All members are encouraged to read it in its entirety.

Constitution

We, a group of individuals united by a common bond of mutual interest, do hereby establish a non-profit association of plastic modelers with the purposes and objectives set forth herein:

1. The name of this group is established as the Gateway Chapter-IPMS, St. Louis, Missouri, a chapter of the International Plastic Modelers Society, U.S.A., affiliated by common interest with member groups established in other nations in accordance with the principles of the founding organization of the International Plastic Modelers Society, located in the United Kingdom.
2. The purpose and objectives of this organization are:
 - A. To cultivate the interest in the hobby of modeling in plastic, particularly through the use of commercially manufactured plastic model kits, and to provide information, data and other assistance to such members for the purpose of continually raising the standards, and improving the techniques of plastic modeling.
 - B. To ensure timely exchange of information of modeler interest and insure that modeler correspondence or discussion is not directed into areas of a national security nature.
 - C. To encourage interest in plastic modeling amongst the general public and to assist any group or organizations interest in the same.

By-Laws

ARTICLE ONE-Membership

Section one

- A. Membership is available to any individual regardless of race, color, creed, sex, or national origin, who expresses interest in scale modeling and a desire to affiliate with the Gateway Chapter.
- B. Each member, as evidenced by his application for admission to membership in the chapter, agrees to abide by all terms and conditions set forth in these by-laws and the regulations and limitations promulgated by the duly elected or appointed officers and committees.

Section Two-Classes of membership

- A. Charter member-each person who paid dues for the calendar year of 1976-1977.
- B. Member in Good Standing-any member who joins, maintains his dues, and abides by these by-laws and the Gateway Chapter Constitution.
- C. Honorary Member- May be afforded to any individual or organization, which benefits the membership of the Gateway Chapter. This privilege may be granted only by the Executive Board (E-Board) and shall be reviewed annually.
- D. Family Membership -is available to those in the immediate family of a member in good standing at an annual dues rate to be determined by the E-Board. Family memberships are non-voting members, cannot hold office, and do not receive separate publications. They can attend any meeting, function, or contest and enjoy all the privileges of a membership.

Section Three-Privileges of Membership

- A. Members in Good Standing shall be privileged to hold office, vote, participate in all committees, activities, and meetings of the Chapter and to receive all publications and other materials, which may be developed.

ARTICLE TWO-OFFICERS AND APPOINTEES

Section One

- A. The Officers of the Chapter shall be the following: President, Vice-President, Treasurer, Secretary, and 2 Directors. These elected persons shall constitute the E-Board.
- B. E-Board decisions and actions may be passed with a simple majority vote. In the case of a tie, the President will make the final decision.
- C. All E-Board members will be furnished with a current copy of the Constitution and By-Laws. All E-board members will be required to read/review this document at the beginning of each fiscal year and/or prior to taking office.
- D. With the exception of Directors, all E-board members will possess and maintain a Continuity Book, containing a job description, forms, phone numbers, etc.
- E. Sixty percent of the E-Board will constitute a quorum.
- F. No more than one member of any family can serve on the Executive Board at the same time. (See 2011 IPMS USA Branch C & B, Article 3, Section 11, E.)
- G. The E-Board shall meet at the call of the President but not less than four times a year.
- H. A member of the E-Board or appointee may be removed by a sixty percent vote of the E-Board if the E-Board feels the member is detrimental to function or operation of the Club or E-Board

Section Two

- A. Other members may be appointed to a specific title position to facilitate the functioning and control of the Chapter. These appointees shall serve terms equivalent to the elected Officers and Directors. Appointees will not have a vote with the E-Board unless so directed by the President under extenuating circumstances:

ARTICLE THREE- Duties of Officers

Section One-President

- A. Shall preside at all E-Board and Chapter meetings.
- B. Shall be responsible for coordination of all Chapter activities.
- C. Shall make Chapter committee appointments.
- D. Shall keep E-Board members informed of impending E-Board votes and actions
- E. Act as a tiebreaker on E-Board decisions and actions
- F. This office requires IPMS/USA membership.

Section Two-Vice President

- A. Shall preside in the absence of the President.

- B. Shall have specific responsibility for Membership, both in soliciting potential new members and ensuring new members are properly welcomed into the Chapter.
- C. The office requires IPMS/USA membership.

Section Three-Treasurer

- A. The Treasurer shall collect monies and shall make disbursements. He shall keep an itemized account of dues and all other monies received and expended.
- B. Shall make no cash outlays or issue any checks without the signature of one other authorized officer.
- C. At the beginning of each calendar year, the Treasurer will present, for the E-Board's acceptance, a statement of Club's assets and liabilities from all Club accounts. Once audited and approved by a majority of the E-Board the statement as approved will become the official record of Chapter Financial status for the beginning of the New Year.
- D. Shall provide to the E-Board a current financial spreadsheet, including an accounting of all chapter income and expenses at least quarterly or at the behest of the president.
- ~~E.~~ A current financial spreadsheet and/or report shall be made available to any Club member in good standing upon his/her request.
- ~~F.~~ The Treasurer is exempt from the two-year rule of Article 3, Section 7 and may succeed himself as often as the membership reelects him. After his final term, the Treasurer shall abide by Article 2, Section Seven A.
- G. Shall have a working knowledge of accepted accounting practices.
- H. This office requires IPMS/USA membership.

Section Four-Secretary

- A. Shall take minutes at the E-Board Meetings and at the General meetings. This shall include a record of all votes and other major discussions and activities. For purposes of the monthly newsletter, this information will be provided to the Newsletter Editor at least 7 days prior to the monthly General Meeting.
- B. Shall act as Registrar, maintaining current membership names and addresses, and furnish this information to the E-Board as required. Although Gateway Chapter is not a secret society, the Secretary will ensure members' personal information shall not be furnished to any person or group unless first cleared by the member. Personal information includes, but is not limited to: Address and phone.
- C. Shall work closely with the treasurer to ensure all members are current on their dues.
- D. This office requires IPMS/USA membership.

Section Five – Director

- A. Shall attend E-Board meetings to give opinions and advice to other E-Board members regarding Club policy, plans, events, etc.
- B. May serve as Appointees

Section Six–Appointees

All appointees will be appointed by the President in writing and maintained in the President’s Continuity Book.

- A. Sergeant at Arms
 - a. Responsible for maintaining good order and discipline at all chapter meetings and official functions.
- B. Director of Properties
 - a. Responsible for the inventory of and control of Chapter properties
 - b. Responsible for delivery of needed items to all Chapter related functions. The use of Gateway Chapter property requires E-Board approval.
 - c. Shall present an inventory spreadsheet, which includes location of items, to the E-Board at the first meeting of the calendar year.
 - d. Shall maintain copies of all Chapter Publications.
- C. Chapter Contact
 - a. Is the official point of contact to IPMS/USA and will inform the E-Board of activities of IPMS/USA and any news pertaining to IPMS/USA
 - b. Responsible for the Chapter’s mailbox and will deliver all mail to E-Board members
 - c. This position requires IPMS/USA membership.
- D. Contest Chairman
 - a. Responsible for all model contests within the Chapter (e.g. Beauty Contests)
 - b. Will maintain a current standing of Modeler of the Year (MOY) points and awards associated therewith
 - c. Responsible for obtaining judges for the intra-chapter contests
 - d. Responsible for initiating, coordinating, and executing displays of models on behalf of the Chapter.
- E. Social Media Manager (s)
 - a. Responsible for timely updates to the Club sanctioned webpages.
 - b. Responsible for informing club members of any updates or changes to webpages
 - c. Responsible for photography at all Club events and posting to Club’s social media pages and submitting pictures to the Newsletter Editor.
 - d. The President will appoint one manager and two deputies.
- F. Contest Committee
 - a. Responsible for the coordination of Invitational, Regional, and National level contests for the IPMS Gateway Chapter as decided and directed by the E-Board. This includes, but is not limited to venue, trophy sponsors, vendors, trophies, displays, required equipment, entry fees, etc.
 - b. The Committee consists of the following members
 - i. Contest Chairman
 - ii. Vendor Chairman
 - iii. Head Judge

- iv. Treasurer
 1. Will maintain a separate operating account for the Contest Committee to collect monies and pay disbursements.
 2. Will provide a statement of the Committee's assets and liabilities to the E-board at the beginning of the new year.
 3. Will provide a current financial spreadsheet to the E-board upon request.
- c. Is exempt from Article Four, Section 2B.
- G. Newsletter Editor
 - a. Responsible for the organization and publication of the Club's monthly Newsletter

Section Seven-Terms of Officers and Appointees

- A. All officers and appointees shall serve for a term of one year. A person may be elected to a *single office* for no more than two complete terms in succession, after which he is not eligible to serve on the E-Board *in that position* for one full year. No member may serve on the E-Board in any capacity for more than 12 consecutive years. Appointees and non-E-Board members and may serve indefinitely.
- B. A Vacancy occurring in any position shall be filled by appointment of the E-Board. Appointees will serve until the next election at which time the election procedure will be followed.

ARTICLE FOUR- Fiscal

Section One-Dues

- A. Shall, for all types of memberships, be set by the E-Board.

Section Two-Operation Costs

- A. Officers, Appointees, and other members working in approved projects for the Chapter, will be reimbursed for normal operating expenses, these to include postages, subject to approval by the President & Treasurer.
- B. Any expenditure over \$200 shall be approved by a 50% vote of the members in good standing, present at the meeting.

Section Three-Procedures

- A. Any exchange of money or items of value, either incoming or outgoing, must be verified by at least two E-Board members
- B. Checks shall be signed by the Treasurer and countersigned by either the President or Vice-President.

ARTICLE FIVE-Amendments

Section One-Changes

- A. The Constitution and By-Laws of the Chapter may be amended by simple majority vote of the membership. Only substantive changes require a vote.

- Typos, grammar corrections, paragraph numbering, etc. do not require a vote as long as they do not change the meaning of the affected paragraph or sentence.
- B. Only members in good standing are eligible to vote. Status of the members wishing to vote will be verified by the Secretary prior to the distribution of ballots.
 - C. Official, numbered ballots will be printed and used for verification and historical purposes. All ballots are secret.

Section Two-Notification

- A. Members in good standing will be notified of proposed changes one month in advance of a vote.

ARTICLE SIX-Elections

Section One: E-Board elections shall be held in December of each calendar year.

- A. The general election will be announced during the November meeting. Nominations may be submitted as early as the November meeting of the chapter.
- B. Persons wishing to hold a position on the E-Board will be afforded time at a General meeting and/or a short, quarter-page article within the monthly newsletter to express their thoughts and views about the Club and the position to which they aspire.
- C. Election shall be by a simple majority voting of those present the December Chapter meeting.
- D. Only members in good standing are eligible to vote. Status of the members wishing to vote will be verified by the Secretary prior to the distribution of ballots.
- D. Official, numbered ballots will be printed and used for verification and historical purposes. All ballots are secret.
- E. Elected officials will take office at the January General meeting.