

# ***Bylaws For:***

## **Oregon Historical Modelers Society**

### **Article I NAME**

This organization shall be known as the Oregon Historical Modelers Society, referred to as OHMS throughout the remainder of this document.

### **Article II POLICIES AND OBJECTIVES**

#### **Section 1 Policies**

The policies of OHMS are to be established and administered by the Executive Board of OHMS and OHMS general membership.

#### **Section 2 Objectives**

The objectives of OHMS shall be to:

- a. **HAVE FUN!!!**
- b. Encourage full participation in the improvement of members' modeling skills through the use of clinics, contests, exhibits, lectures, historical research and other worthy means
- c. Promote the welfare and support of modeling and community organizations as determined by the executive board and membership.
- d. Regulate membership; including the raising, use and investment by lawful means, of money to support the activities of OHMS, provided none of the revenues of OHMS serve to privately profit of any of its members.
- e. Support and promote the hobby of scale modeling to the public.

#### **Section 3 Charters**

OHMS is a chartered member of the International Plastic Modelers Society/USA, hereinafter referred to as IPMS. By a majority vote of the OHMS membership, OHMS may in the future choose to leave IPMS but until then, OHMS will remain an IPMS chapter. OHMS chapter Point of Contact shall be the current OHMS President or person appointed by the current OHMS president.

### **Article III MEMBERSHIP**

#### **Section 1 Membership Eligibility**

Membership in OHMS is open to all persons regardless of race, sex, ethnic origin, religion or age, so far as the person requesting membership abides by the guidelines, policies and objectives covered by these bylaws or special rules of procedure adopted by OHMS.

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

All members receive:

- a monthly OHMS newsletter (either written or electronic format)
- participation in OHMS sponsored contests, clinics, exhibits, lectures or other OHMS activities
- the right to vote for OHMS Executive Board officers.

## Section 3 Membership Classifications

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

- a. **Adult Membership:** Anyone 18 years of age or older who pays the yearly fee (dues) designated by the OHMS Executive Board, and is in good standing with regard to section 1 of Article III of these bylaws.
- b. **Junior Membership:** Anyone under 18 years of age who pays the yearly fee (dues) designated by the OHMS Executive Board, and is in good standing with regard to section 1 of Article III of these bylaws. Junior participation is contingent on parent or legal guardian written or verbal approval.
- c. **Family Membership:** Two or more people residing at the same location who pay the yearly fee (dues) designated by the OHMS Executive Board, and are in good standing with regard to section 1 of Article III of these bylaws.

## Section 4 Admission procedures for new members

Applicants for membership shall submit to the OHMS Secretary an application for membership and pay the yearly fee (dues) as designated by the OHMS Executive Board, required for each type of membership. If a new member joins anytime after August, their new membership will be effective through the end of the next calendar year. Example—If a member joins in September 2005, membership will be effective through December 2006.

## Section 4 Membership Renewal

Membership renewal shall follow the same procedure as found in Section 3 of Article III, no later than one month after expiration of membership. Renewal does not entitle member to a second name badge. All other rights stated in Section 2 of Article III continue for the renewed member.

## Section 5 Membership Removal

Upon recommendation by a club member (in good standings) for a another member to be removed from the club, the board will review the issues and deem if they warrant a full membership vote for the removal of a club member. Prior to a decision being made, resounding evidence of wrong-doings must be provided by the recommending member. All discussions **MUST** be kept confidential to assure the privacy and integrity of all parties involved. Should the member be voted out, their dues will be returned for the current year.

# Article IV EXECUTIVE BOARD

## Section 1 Executive Board Positions

The Executive Board shall consist of the following elected officers from the body of membership, voted on annually by the general membership of OHMS. President, Vice President, Secretary, Treasurer, and the following appointed positions/roles selected by the OHMS President: Newsletter Editor, Web Master, Chapter Contact, and Contest Chairman.

## Section 2 Qualifications for Executive Board Positions

In order for an OHMS member to be considered for election to an Executive Board office they must meet the following criteria:

- a. Has been a member of OHMS for no less than 1 year.
- b. Is a current member in good standing with OHMS.
- c. Is a current member of IPMS/USA.

## **Article V ELECTION PROCESS**

### **Section 1 Eligibility to vote**

All OHMS members in good standing are eligible to vote as specified in Article III of these bylaws.

### **Section 2 Nomination of Candidates**

The candidates for OHMS Executive Board officers, specifically, President, Vice President, Secretary, Treasurer, shall be nominated from the floor by any OHMS member during annual nomination, no later than the November OHMS meeting each year

### **Section 3 Election of officers**

Officers shall be elected by voice count or by ballot of the OHMS membership during the November monthly meeting. If the membership deems a written election is required after nomination, ballots will be provided at the November meeting, then collected and tallied by no less than two OHMS members not involved in the election.

If a member is unable to attend the election meeting, an absentee ballot will be available by contacting the OHMS Secretary (or designated representative). All absentee procedures will be publicized in the OHMS Newsletter, Website and any other means practical. The absentee ballot shall be placed in a blank envelope inside a signed sealed envelope and returned to the OHMS Secretary prior to the November election meeting. The new Executive Board officers shall be determined by a majority of the votes cast. Results will be announced at the next meeting.

### **Section 4 Transition**

- a. Newly elected officers will assume office as soon as practical following the election but no later than the January OHMS meeting.
- b. An outgoing officer will turn over all club materials and property to the newly elected officer no later than the January OHMS meeting.

## **Article VI RESPONSIBILITIES OF EXECUTIVE BOARD OFFICERS**

### **Section 1 President**

- a. The President shall preside over Executive Board meetings as well as all OHMS general meetings and call all meetings to order.
- b. After counseling with Executive Board members and having been given input from the general membership, determine the calendar of general meetings and events to take place including contests, clinics, lectures, etc., if any that will be presented at each meeting.
- c. Prepare an annual budget with the assistance of the Executive Board to include projected annual income and expenses, no later than the February OHMS Meeting.
- d. Shall be responsible for maintaining a balanced budget of OHMS funds and reporting at least quarterly the status of the OHMS budget to the general membership.
- e. With the Executive Board members, the President of OHMS shall review OHMS bylaws annually. The President shall then sign the bylaws, placing them into effect for term of office.
- f. Any additional responsibilities, such as chairing a committee, may be delegated to any Executive Board member or assigned to any general member/s by OHMS President.

## Section 2 Vice-President

- a. In the absence of the OHMS President the Vice-President shall preside over Executive Board meetings as well as all OHMS general meetings and call all meetings to order.
- b. Advise OHMS President in determining the yearly calendar of general meetings and events to take place including contests, clinics, lectures, etc., if any that will be presented at each meeting.

## Section 3 Secretary

- a. The OHMS Secretary shall keep minutes of the OHMS monthly membership meetings and all Executive Board meetings and provide printed/electronic copies to the OHMS Newsletter Editor within 1 week of the meeting.
- b. The OHMS Secretary shall maintain a list of names and addresses of all current OHMS members.
- c. The OHMS Secretary will complete the annual IPMS Charter form; return it to IPMS in a timely manner and retain a copy for the club.
- d. Advise OHMS President in determining the yearly calendar of general meetings and events to take place including contests, clinics, lectures, etc., if any that will be presented at each meeting.
- e. Shall be responsible for providing any urgent or routine notification to the OHMS general membership including any changes in meeting place or times as directed by the Executive Board.
- f. Issue a roster to club officials or members when requested.

## Section 4 Treasurer

- a. Keep an accurate accounting of revenues and expenses.
- b. Provide at least a quarterly written accounting of OHMS funds to the President and the general membership.
- c. Assist the President and the Executive Board determining the status of the treasury with respect to the annual planned budget.
- d. Advise OHMS President in determining the yearly calendar of general meetings and events to take place including contests, clinics, lectures, etc., if any that will be presented at each meeting.
- e. Assist the OHMS President in preparing an annual budget to plan the distribution of funds through the year. This process can project periods greater than one year, but projections past a single year can be validated when the projected year occurs.

## Section 5 Newsletter Editor

- a. The Newsletter Editor is responsible for the publication of the monthly OHMS printed and electronic newsletter to be published preferably at least one week prior to each OHMS Monthly meeting.
- b. The newsletter content shall include: date, time, location, and theme of the next meeting; highlights of the previous meeting; summary of any Executive Board decisions or resolutions; quarterly financial statements, pertinent articles of interest to modelers in the club; and announcements of national and regional interest as directed by the Executive Board. Additional content is encouraged.
- c. If not the same person as the Webmaster, the Newsletter Editor will provide input (preferably in electronic format) to the OHMS Webmaster for posting on the OHMS Website at the direction of OHMS Executive Board at least one week prior to each OHMS Monthly meeting, preferably sooner.
- d. The Newsletter Editor shall be appointed by the OHMS President and is a member of the OHMS Executive Board to advise and counsel the Executive Board, but does not have voting authority. This position may be combined with any other office, traditionally Secretary or Webmaster, or function as a separate position.

## Section 6 Webmaster

- a. The Webmaster is responsible for maintenance and timely updates to the OHMS Website.
- b. If not the same person as the Newsletter Editor, the Webmaster, will receive input (preferably in electronic format) from the OHMS Newsletter Editor for posting on the OHMS Website at the direction of OHMS Executive Board.
- c. The Webmaster shall be appointed by the OHMS President and is a member of the OHMS Executive Board to advise and counsel the Executive Board, but does not have voting authority. This position may be combined with any other office, traditionally Secretary or Newsletter Editor, or function as a separate position.

## Section 7 Chapter Contact

- a. The Chapter Contact is responsible for receiving and transmitting Club information to Regional and National IPMS clubs. When receiving information from other organizations, the Chapter Contact shall channel such information through the Executive Board in order that it is disseminated to the club in a timely and efficient manner.
- b. The Chapter Contact shall be appointed by the OHMS President and is a member of the OHMS Executive Board to advise and counsel the Executive Board, but does not have voting authority. The position may be combined with any other office or function as a stand-alone position.

## Section 8 Contest Chairman

- a. If the President, Executive Board and the Membership decide to run an external contest during the calendar year, the President shall appoint this position to serve until the contest is finished.
- b. The Contest Chairman shall organize and oversee all external contests sponsored by OHMS and act or appoint the Head Judge for such contest; and shall determine and publish contest judging criteria, modeler classification, and categories to be used, with the approval of Executive Board.
- c. The Contest Chairman is a member of the OHMS Executive Board to advise and counsel the Executive Board, but does not have voting authority.

## Article VII MEETINGS

### Section 1 General Meetings

- a. OHMS has 12 scheduled General meetings in a year. These meetings are scheduled for the third Tuesday of each month except for the month of December in which case it is held on the second Tuesday of the month.
- b. General meetings are intended to be fun. The main activities of the meeting are to be a monthly contest and modeling forums or discussions to enhance modeling skills and abilities of OHMS members. Business will be kept to a minimum to welcome guests, inform OHMS membership of IPMS news, upcoming events, and announce or confirm Executive Board decisions.

### Section 2 Build Nights

- a. OHMS has 12 scheduled Build Night meetings in a year. These meetings are scheduled for the first Tuesday of each month. If other requirements or events interfere with this scheduling, the membership reserves the right to cancel a Build Night.
- b. Build Night meetings are intended to be fun. The main activities of the meeting are to build models. Official business may be conducted at Build Night meetings if the membership deems it necessary to use a Build Night for such a special meeting. This change must be publicized ahead of time.

### Section 2 Executive Board Meetings

- a. Executive Board meetings can be scheduled by the OHMS President and should be attended by all OHMS Executive Board members. These meetings may be held monthly if needed but there is no minimum frequency requirement.
- b. The voting officers at the Executive Board Meetings shall be President, Vice-President, Treasurer, and Secretary.
- c. Quorum for the Executive Board meeting shall be at least 3 of the 4 voting officers present.
- d. For an Executive Board decision to pass, at least 3 of the voting officers present, must agree.
- e. Any Executive Board decision may be referred to the OHMS general membership if requested by any Executive Board officer.
- f. Executive Board meetings are intended to evaluate the status of OHMS and plan and develop the OHMS activities and general meetings. Results of Executive Board meetings should be reported to the membership through the various OHMS media outlets such as the newsletter or WebPages.

## Article VIII GUESTS

OHMS general meetings are open to guests of OHMS, whether the guest is attending with an OHMS member or not. Guests are not entitled to membership privileges such as voting for Executive Board officers, but may participate in OHMS monthly contests. They may observe OHMS activities, clinics, and may participate in OHMS auctions, raffles or swap meets.

## Article IX USE OF OHMS FUNDS

### Section 1 General

OHMS 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 OHMS under the direction of the OHMS Executive Board. No member of the Executive Board or general membership of OHMS shall benefit or privately profit from the funds.

### Section 2 Expenditures

Any club expenditure of **\$150.00** or greater must be recommended by the Executive Board 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 Executive Board, 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.

### Section 3 Charitable Donation Expenditures

If the membership chooses to make an annual charitable donation, nominations may be made anytime during the year for proposing recipients. However, only at the March monthly meeting will a vote be taken to determine the amount and the recipient of the donation. Absentee ballot provisions listed in Article V, Section 3 should be utilized to assure everyone gets an opportunity to vote on the issue. For a donation to be approved, 2/3s of those present at the March meeting plus absentee ballots must vote in favor of the donation. Note: The club is not required to make a charitable donation annually.

### Section 4 Reimbursement

Reimbursement to any single person for materials, supplies, or reasonable services, must have the prior approval of a majority of the Executive Board and Membership as required in Article IX, Section 2. To receive reimbursement, 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. The annual budget process can be the approval means in this provision. Example—The budget allocation for the newsletter by the Executive Board is the only authority required to reimburse the Newsletter editor for monthly expenses.

## Article X DISSOLUTION

In the event of dissolution of OHMS for any reason, all current funds shall be used to resolve any debt or financial responsibilities of OHMS. Any remaining funds shall be donated to a non-profit organization at the discretion of the current Executive Board and no member of OHMS shall profit from the use of any of the funds.

# Article XI AMENDMENTS

## Section 1 When Amendments can occur

Amendments to these bylaws shall take place at an Executive Board meeting at the discretion of the Executive Board. Members may also propose amendments for consideration at any time.

## Section 2 Adoption of amendment/s

A majority vote of the elected Executive Board officers shall be required for adoption of any amendment/s.

## Section 3 Notification of amendment/s to membership

Notification of such amendment/s shall be made to the OHMS general membership at the next general meeting following adoption of amendment/s. If any member **present** objects to the amendment, the amendment is subject to vote by the membership whether to uphold or repeal the amendment.

# Article XII 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 until fully replaced or voted out of existence by the membership.

## Section 2 Ratification History

These bylaws were ratified by a majority of the OHMS membership on May 17, 2005

and are effective as of the following date: May 18, 2005

These Bylaws are reconfirmed as of January 18, 2010 by current club officers per requirements of Article VI, Sect 1, Para e:

<b>Approved By</b>	<u>Tony Roberts</u> <b>OHMS President</b>	<u>1/18/10</u> <b>Date</b>
<b>Approved By</b>	<u>Garth Didlick</u> <b>OHMS Vice-President</b>	<u>1/18/10</u> <b>Date</b>
<b>Approved By</b>	<u>Adam Cox</u> <b>OHMS Secretary</b>	<u>1/18/10</u> <b>Date</b>
<b>Approved By</b>	<u>Larry Randel</u> <b>OHMS Treasurer</b>	<u>1/18/10</u> <b>Date</b>