

**PENSACOLA MODELEERS**  
**Chartered Chapter of the**  
**International Plastic Modelers' Society**  
**USA Branch**  
**Constitution**

(Adopted 12 March 2005)

**Article I – Name**

The name of this organization is established as PENSACOLA MODELEERS; affiliated by common interest and in accordance with the directives of the International Plastic Modelers' Society, USA Branch, hereafter referred to as IPMS/USA.

**Article II – Purpose**

The purpose of this organization is 1) to provide information, data, and other assistance to members in an effort to raise the standards and techniques of the membership, 2) to ensure timely exchange of modeling information, and 3) to provide for the members' interests by keeping them informed of new products, services, and techniques.

**Article III – Objective**

The objective of this organization is 1) to hold regular meetings, open to the public, to conduct organizational business and provide an arena for the free exchange of modeling information by the membership, 2) to encourage local interest in plastic modeling through the use of contests, seminars, exhibits, and workshops, 3) to establish and maintain liaison with local hobby shops, other IPMS/USA chapters, and the IPMS/USA national organization, and 4) maintain at least five (5) adult IPMS/USA members so that the Pensacola Modeleers can remain a chartered chapter.

**Article IV – Membership**

Membership in the Pensacola Modeleers 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 in this document or in special rules of procedure adopted by the Pensacola Modeleers.

**Section 1 – Classifications:**

Adult Membership in the Pensacola Modeleers is available to anyone 18 years of age or older who pays the annual dues designated by the organization and is in good standing with regard to Article IV. Adult Membership entitles such person to a membership card, participation in Pensacola Modeleers sponsored contests, clinics, exhibits, and other activities, with the right to vote for organization officers, and any other special entitlements established by the organization.

Junior Membership in the Pensacola Modeleers is available to anyone under 18 years of age who pays the annual dues designated by the organization and is in good standing with regard to Article IV. Junior Membership entitles such person to a membership card, participation in Pensacola Modeleers sponsored contests, clinics, exhibits, and other activities, with the right to vote – under the direct supervision of their parent or legal guardian – for organization officers, and any other special entitlements established by the organization.

**Section 2 – Application:**

Anyone wishing to join the Pensacola Modeleers may do so by completing an application for membership and submitting the completed form and pay the annual dues to the organization Treasurer. The Treasurer verifies the completeness of the application and documents the new member's status. Applicants who apply for membership after 1 July are required to pay only 1/2 the normal annual membership dues.

**Section 3 – Renewal of Membership:**

Renewal of membership shall follow Section 2 of Article IV, no later than one month into the new calendar year. Members who do not renew by this time shall have their entitlements, as outlined in Section 1 of Article V, suspended until renewal is completed.

**Section 4 – IPMS/USA Membership**

Although not required for membership in the Pensacola Modeleers, membership in IPMS/USA is highly encouraged and desired. In order to maintain charter status, the Pensacola Modeleers must maintain at least five (5) members of IPMS/USA in the chapter membership. The Pensacola Modeleers will subsidize the annual IPMS/USA membership dues for any member who is elected to the Executive Board, but does not maintain membership with IPMS/USA.

**Section 5 – Guests**

General meetings of the Pensacola Modeleers are open to the public and guests of members. These individuals are not entitled to any membership privileges including participation in club contests or voting on any issue. They may observe presentations, provide appropriate input on issues, and participate in organization swap meets or raffles.

**Article V – Officers**

**Section 1 – Positions**

The following positions make up the elected Executive Board of the Pensacola Modeleers: President, Vice President, Secretary, and Treasurer. The position of Secretary may be combined with any one of the other officer positions. This change will result in only three elected Executive Board members. The Executive Board appoints members to fill the following positions: IPMS/USA Chapter Contact, Webmaster, Public Relations Director, and Contest Director. These appointed positions are open to any member, including Executive Board members, as indicated in Section 2 of Article V.

**Section 2 – Qualifications**

Any person may be considered for election to the Executive Board provided they meet the following criteria:

- a. Have been a member of the Pensacola Modeleers for at least one year.
- b. Is a current adult member in good standing of the Pensacola Modeleers.
- c. Is a current adult member in good standing of IPMS/USA.

NOTE: Members who satisfy items A and B of Section 2, Article V, may be considered for election to the Executive Board provided that they agree to obtain a valid membership with IPMS/USA within 30 days of the election should they win. These members may fill any appointed position, except that of IPMS/USA Chapter Contact, without obtaining an IPMS/USA membership.

**Article VI – Elections**

**Section 1 – Scheduling**

Elections of the Executive Board shall take place during the first meeting in February of each year. Nominations for the officer positions should be named no later than the last regular meeting in January. If feasible, these nominations should be published for review by the general membership prior to the election.

**Section 2 – Voting**

All Pensacola Modeleer members in good standing are eligible to vote as outlined in Article IV. Each member has one vote for each position under consideration.

### **Section 3 – Election**

Officers shall be elected by the membership by ballot during the designated election meeting. Authorized members who cannot attend the election meeting may submit their ballot by mail or e-mail to the current organization Secretary prior to the election meeting. Verbal balloting in abstention is NOT authorized. Ballots shall be tabulated by at least two current members of the Executive Board. Officer positions for which there is only one nominee may be voted on by a roll call vote or by a show of hands. At least two current Executive Board members must verify and agree on the results of these votes. All results from the election shall be announced during the election meeting and the new Executive Board members shall assume their responsibilities during the next regular meeting of the Pensacola Modeleers.

### **Section 4 – Terms**

The standard term of service for all members of the Executive Board shall be one (1) year. Appointed positions may be held for any period of time approved by the Executive Board. Executive Board positions should be held for no more than two (2) consecutive terms. Under no circumstances will an individual hold the same Executive Board position for more than four (4) consecutive terms.

## **Article VII – Responsibilities of Elected and Appointed Positions**

### **Section 1 – President**

- a. The President shall preside over all regular meetings of the Pensacola Modeleers as well as any special meetings of the Executive Board.
- b. After receiving all membership input, the President determines the calendar of events for general meetings.
- c. The President, with the other Executive Board members, shall review this Constitution annually. This review should take place within one (1) month of the elections. The President shall then sign the Constitution, placing it into effect for the term of office.
- d. The President may take on any additional duties, such as chairing of committees, as determined by the general membership.
- e. The President has the responsibility for maintaining a balanced budget for the Pensacola Modeleers. The President shall also be named as the alternate signer on the organizations checking account.
- f. The President assumes the duties of any other Executive Board member, except those specified elsewhere in this Constitution, in that member's absence.

### **Section 2 – Vice President**

- a. The Vice President (VP) shall assume all of the duties of the President in their absence.
- b. The VP will assist the President in determining the calendar of events for the Pensacola Modeleers.

### **Section 3 – Secretary**

- a. The Secretary shall keep the minutes of all regular or special meetings of the Pensacola Modeleers.
- b. The Secretary will assist the President in determining the calendar of events for the Pensacola Modeleers.
- c. The Secretary shall handle all routine correspondence to the membership including the notification of special meetings, changes of meeting venue, or other notifications as needed.
- d. The Secretary shall maintain a roster of membership with contact information for all members.

e. The Secretary will coordinate with the Treasurer in determining current membership status and coordinate the payment or renewal of membership dues.

#### **Section 4 – Treasurer**

a. The Treasurer is responsible for maintaining the regular checking account and the Petty Cash account for the Pensacola Modeleers.

b. The Treasurer shall report the balances of monetary accounts at each regular membership meeting.

c. The Treasurer shall disburse monies to members or committees as approved by the Executive Board.

d. In the absence of the Secretary, the Treasurer shall assume their duties.

e. The Treasurer will coordinate with the Secretary in determining current membership status and coordinate the payment or renewal of membership dues.

#### **Section 5 – IPMS/USA Chapter Contact**

a. Any adult member of the Pensacola Modeleers who is currently a member of IPMS/USA may be named Chapter Contact. This position should be held for a period of no less than two (2) years in order to maintain continuity with the host organization.

b. The Chapter Contact is responsible for corresponding with the IPMS/USA Regional Coordinator and maintaining a TWO-way flow of communication.

c. The Chapter Contact shall coordinate with the Treasurer to ensure that annual chapter dues are sent to IPMS/USA, that they were received, and that the Pensacola Modeleers charter status is updated.

d. The Chapter Contact shall obtain a copy of the membership roster from the chapter Secretary and determine the status of IPMS/USA membership. They shall report the status of IPMS/USA members to the Executive Board on a quarterly basis or as significant changes occur.

e. The Chapter Contact will assist members and non-members desiring to join IPMS/USA with any information they need to expedite their membership application.

#### **Section 6 – Webmaster**

a. Any adult member of the Pensacola Modeleers may be named Webmaster. This appointment may be held for any reasonable period of time.

b. The Webmaster is responsible for ensuring that the Pensacola Modeleers web site is maintained and kept updated with current information for the membership.

c. The Webmaster consults with the President and the Executive Board to determine what information is required for posting to the Internet.

#### **Section 7 – Contest Director**

a. Any adult member of the Pensacola Modeleers may be named Contest Director.

b. Appointment as Contest Director will normally begin after completion of one contest and run until completion of the next contest. This position may be held for any reasonable period of time.

c. The Contest Director is responsible for scheduling, organizing, and managing the Pensacola Modeleers' annual model show and competition as well as any other special contests. These responsibilities may be mediated through establishment of a Contest Committee to assist the Contest Director.

d. The Contest Director and/or the Contest Committee shall ensure that the venue for the contest is secured and that current insurance coverage is requested from IPMS/USA. They will also contact appropriate organizations for door prizes and prospective vendors. They shall ensure that judging criteria, model classifications, and contest categories are developed and published. They will ensure that awards, medals,

and trophies are obtained in a timely manner to ensure their availability for contests. They will also develop contest flyers, forms, and any other paperwork needed to run an effective model show. These duties may be delegated to other members at the discretion of the Contest Director.

e. The Contest Director shall act as Head Judge and final arbitrator for any disputes during contests.

### **Section 8 – Public Relations Director**

a. Any adult member of the Pensacola Modeleers may be appointed as Public Relations Director.

b. The appointment as Public Relations Director may take place at any time and the position may be held for any reasonable period of time.

c. The Public Relations Director is responsible for public affairs in the local community. This included coordination with news media organizations, modeling vendors, and other local organizations.

d. The Public Relations Director will ensure that Pensacola Modeleers events are forwarded to media outlets for publication or broadcast, coordinate with local modeling vendors and organizations to prevent scheduling conflicts, and perform any function that improves the status of the Pensacola Modeleers in the local community.

## **Article VIII – Meetings**

### **Section 1 – General Meetings**

General meetings of the Pensacola Modeleers are scheduled 22 times each year. These meetings are typically scheduled for the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Saturday of each month. In November and December, there is typically only a single meeting held on the second (2<sup>nd</sup>) Saturday of the month. General meetings are intended to inform Pensacola Modeleers members on the organization status, upcoming events, and to hold contests, presentations, and show-and-tell sessions intended to enhance the modeling skills of the members and develop friendships.

### **Section 2 – Executive Board Meetings**

Executive Board meetings typically are not held on a set schedule, but may be called at any time by a member of the Executive Board. These meetings should be scheduled in such a manner to ensure that all members of the Executive Board can attend. Executive Board meetings are intended to evaluate the status of the Pensacola Modeleers and to plan or develop Pensacola Modeleers activities.

## **Article IX – Budgeting**

### **Section 1 – Funding**

The Pensacola Modeleers is a non-profit organization and all funds obtained are intended solely for the operation of the organization. Funds may be obtained through annual membership dues, donations, fundraisers, and other lawful means. These funds may only be used for the betterment of the Pensacola Modeleers under the direction of the Executive Board. No member of the Pensacola Modeleers shall inure a personal profit from these funds.

### **Section 2 – Expenditures**

a. The President shall oversee an annual budget review with the Treasurer, no later than one (1) month from taking office, to determine the current financial state of the organization, identify anticipated expenses for the forthcoming year, and direct corrective measures as required to improve adverse financial situations.

b. Any expenditure in excess of \$100.00 must be presented to the Executive Board and requires the approval by majority vote at a general meeting.

c. The Pensacola Modeleers establish an annual set-aside budget of \$1,000.00 for use by the Contest Director and/or the Contest Committee to organize and hold the annual modeling show and contest. These funds may be used in any manner deemed appropriate to ensure that the contest is properly supported. The

requirement for membership approval of expenditures in excess of \$100.00 is hereby waived for these set-aside funds.

d. Any expenditure made on behalf of the Pensacola Modeleers using the personal funds of any member should receive prior approval of the Executive Board. Approved expenditures using personal funds will be reimbursed using Pensacola Modeleers funds. Unapproved expenditures using personal funds will require submission to the Executive Board and reimbursement approval requires a majority vote of members at a general meeting.

### **Section 3 – Accounting**

a. All funds acquired by the Pensacola Modeleers shall be given to the Treasurer for immediate deposit in the organizations regular checking account. The only exception shall be the authorization for a petty cash fund as outlined in Section 4 of Article IX. If, at any time, the regular checking account balance should drop below \$250.00, the Treasurer shall immediately call for an Executive Board meeting to address the organization's financial situation.

b. The Treasurer is authorized to maintain a petty cash fund to offset excessive administrative paperwork with minor organization expenses. This petty cash fund may be used for any appropriate minor expenditure that the Treasurer deems necessary. Under no circumstances will the petty cash fund exceed \$50.00. Should there ever be more than \$50.00 in the fund, the Treasurer will deposit at least 50% of the funds into the regular checking account.

c. The Treasurer shall report the status of organizational funds as outlined in Section 4 of Article VII.

## **Article X – Dissolution of Assets**

As a non-profit organization, assets may only be acquired to support normal operations and assist the membership with modeling. In the event that the organization dissolves or is disbanded and following the resolution of all outstanding debts, all monetary assets shall be donated to a local organization as approved by the membership. All non-monetary assets shall be donated to individual members or local organizations as determined by the membership.

## **Article XI – Constitutional Amendments**

Any member of the Pensacola Modeleers may request a copy of this Constitution and propose Amendments in accordance with this Article.

### **Section 1 – Proposing Amendments**

Any member(s) of the Pensacola Modeleers may propose a Constitutional Amendment. Amendments should clearly specify the Article and Section being amended and the reasons for the proposed change. This proposal will be reviewed by all members of the Executive Board and with the member(s) will finalize the Amendment before presentation to the membership for approval. The Executive Board reserves the right to reject any Amendment not deemed to be in the best interest of the organization.

### **Section 2 – Notification of Proposed Amendments**

The Secretary shall ensure that all members receive notification of proposed Amendments by mail, e-mail, or by telephone contact. This notification shall include the date of the general meeting that the proposed Amendment will be presented for approval. The general meeting should be held no earlier than two weeks after all members have been notified. If by no fault of the Pensacola Modeleers or the Secretary, a member cannot be contacted, this shall not be justification to prevent submission of the Amendment for approval.

### **Section 3 – Approval of Amendments**

Amendments shall be presented to the membership at a general meeting and shall be considered approved by a majority vote of two-thirds (2/3) of the members present. Members of the Pensacola Modeleer shall be notified, and presented with, approved Amendments during the next general meeting.

### **Section 4 – Repealing Amendments**

Any previously approved Amendment may be repealed by following the exact same guidelines for Amendment approval as outlined in this Article. Membership notified of the proposal, the date of consideration, and the reasons for the request. Repealing Amendments requires the same two-thirds (2/3) majority vote as adoption requires.

## **Amendments**

There are no current amendments to this Constitution.

**Constitution Adoption  
Signature Page**

This Constitution has been reviewed by the Executive Board and is hereby approved and adopted for use during the calendar year of \_\_\_\_\_.

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Date

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Printed Name

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Signature

President, Pensacola Modelers