

BYLAWS FOR IPMS USA, Livonia Chapter

Article I: NAME

This organization shall be known as the Livonia Chapter of IPMS/USA, referred to as IPMS Livonia throughout the remainder of this document.

Article II: POLICIES AND OBJECTIVES

Section 1 Policies

The policies of IPMS Livonia are to be established and enforced by the Executive Board and general membership.

Section 2 Objectives

The objectives of IPMS Livonia shall be to encourage full participation in the:

1. Improvement of modeling skills through the use of clinics, contests, exhibits, lectures, historical research and other worthy means and
2. Raising, use, and investment by lawful means, of money to support the activities of IPMS Livonia, provided none of the income inures to the private profit of any of its members.

Section 3 Charter

1. IPMS Livonia will be a charter member of the International Plastic Modelers Society/USA, hereinafter referred to as IPMS/USA and will conform to the National Constitution and By-Laws.
2. To maintain charter membership in IPMS/USA, IPMS Livonia must have a minimum of 5 current chapter members who are also current IPMS/USA members. Failure to conform to this article item will constitute grounds to dissolve IPMS Livonia as defined under this document.
3. IPMS Livonia Chapter Contact with IPMS/USA shall be the current IPMS Livonia President or person appointed by the current President to act as Chapter Contact.

Article III: MEMBERSHIP

Section 1 Membership Eligibility

Membership in IPMS Livonia 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 IPMS Livonia.

Section 2 Classification of Members

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

1. Adult Membership is available to anyone 16 years of age or older who pays the yearly fee (dues) designated by the Executive Board, and is in good standing with regard to section 1 of Article III of these bylaws. Adult Membership entitles such person to an IPMS Livonia membership card, newsletter and participation in sponsored contests, clinics, exhibits, lectures or other activities, with the right to vote for Executive Board officers.
2. Junior Membership is available to anyone under 16 years of age who pays the yearly fee (dues) designated by the Executive Board, and is in good standing with regard to section 1 of Article III of these bylaws. Junior Membership entitles such person to an IPMS Livonia membership card, newsletter and participation in sponsored contests, clinics, exhibits, lectures or other activities, with the right to vote under the direct supervision of their parent or legal guardian, for Executive Board officers.
3. Honorary membership shall be afforded any individual or organization which can and will provide material benefit to the membership, or ex-members who have provide exceptional service and are unable to continue active membership. This privilege may be granted only by the Executive Board and will be reviewed annually.

Section 3 Annual Dues

1. Fiscal calendar for IPMS Livonia is September to August.
2. Dues for next fiscal period are payable at the 1st meeting of the fiscal period (September).
3. Annual dues are:
 - a. Adult Membership (with current IPMS/USA membership) \$12.00
 - b. Adult Membership (with-out current IPMS/USA membership) \$15.00

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c. Junior \$5.00

Section 4 Admission Procedures For New Members

Applicants for membership shall make their intention known to a member of the Executive, complete a member information data sheet, pay the current yearly fee (dues) required for type membership.

Section 5 Renewal of Membership

Renewal of membership shall follow the same procedure as found in Section 5 of Article III, payable on the date of the September meeting. All other rights stated in Section 2 of Article III are continued to the renewed member.

Section 6 Dismissal of Membership

1. Members who have not paid their dues for fiscal period by 3rd meeting will be dropped from the rolls of IPMS Livonia.
2. A member may be dropped from the rolls of IPMS Livonia for reasons felt to be detrimental to the chapter based on the judgment of the elected members of the Executive board. Normally this action will be taken for members who do not comply with the IPMS Livonia By-Laws or IPMS/US Constitution and By-Laws. These members will be notified by the President of the action being taken and will have returned to them the prorated portion of any annual dues monies paid for current year.
3. Ex-members so dismissed may reapply for membership six months after dismissal and will be subject to reevaluation by the Executive Board. Notification of the decision will be given to the applicant as soon as possible.

Article IV: EXECUTIVE BOARD

Section 1 Executive Board Positions

The Executive Board shall consist of the following:

1. Elected officers from the body of membership, voted on by the general membership of IPMS Livonia. President, Vice President, Secretary, and Treasurer; and
2. Appointed positions as selected by the Executive Board: Chapter Contact, Contest Coordinator, Editor, and Web Master.

Section 2 Qualifications for Executive Board Positions

In order for an IPMS Livonia member to be considered for election to an Executive Board office or appointed to a position they must meet the following criteria:

1. Has been a member of IPMS Livonia for no less than 1 year.
2. Is a current adult member in good standing of IPMS Livonia.
3. Is a current junior member with the approval and direct supervision of their parent or legal guardian.
4. For elected positions must also be a current member of IPMS/USA.

Section 3 Executive Board Term in Office

The Executive Board shall serve a term of two years.

Article V: ELECTION PROCESS

Section 1 Eligibility to vote

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

Section 2 Nomination of Candidates

Candidates for elected Executive Board positions, specifically, President, Vice President, Secretary, and Treasurer shall be nominated by any IPMS Livonia member by nominations from the floor in the annual nomination meeting. Nominations must be seconded by at least 1 adult member.

Section 3 Nomination Meeting

The annual nomination meeting shall be every two years at the September IPMS meeting.

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Section 4 Election of Officers

Officers shall be elected by membership at the meeting following the Nomination Meeting. This meeting is designated as the Election Meeting.

1. In the case of an uncontested election, the election may be conducted by voice vote or show of hands by membership present at the Election Meeting.
2. In the case of a contested election, voting will be conducted by written ballot. Ballots may be submitted by mail or in person, prior to Election Meeting, to the current IPMS Livonia Secretary.
3. Ballots shall be tallied by at least two current Executive Board members and results posted at election meeting.
4. The new Executive Board officers shall be determined by a majority vote. The new Executive Board officers shall be announced at the Election Meeting.

Article VI: RESPONSIBILITIES OF ELECTED EXECUTIVE BOARD OFFICERS

Section 1 President

The President shall:

1. Preside over Executive Board meetings as well as all general meetings and call all meetings to order.
2. Act as Public Relations officer and is responsible for public affairs in the community. Such responsibility may be delegated to a member upon approval of Executive Board members for a designated period of time, i.e., for a weekend Mall Show or Model Contest.
3. Be responsible for maintaining a balanced budget of IPMS Livonia funds and reporting at least quarterly through the Treasurer, the status of funds to the general membership.
4. Advise Vice-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.
5. With consultation with other elected Executive Board members appoint Chapter Contact, Newsletter Editor, and Web Master.
6. Delegate to any Executive Board member, or assign to any general member/s any additional responsibilities, such as chairing a committee
7. With the Executive Board members, bi-annually review IPMS Livonia by-laws then sign them placing them into effect for term of office.

Section 2 Vice-President

1. In the absence of the President the Vice-President shall preside over Executive Board meetings as well as all general meetings and call all meetings to order.
2. 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.
3. With the Executive Board members, bi-annually review IPMS Livonia by-laws then sign them placing them into effect for term of office.

Section 3 Secretary

The IPMS Livonia Secretary shall:

1. Keep and publish minutes of the Executive Board and general membership meetings
2. In concert with Newsletter Editor and Web Master handle all general correspondence to membership including notification of meeting place and times or any change thereto.
3. In concert with Chapter Contact handle all correspondence between IPMS Livonia and external individuals and organizations including IPMS/USA.
4. Manage the creation, distribution, and retention of club copies of all documents pertinent to the operation of IPMS Livonia,
5. Manage the retention of copies of all correspondence generated by and all correspondence received by IPMS Livonia.
6. Advise Vice-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.
7. With the Executive Board members, bi-annually review IPMS Livonia by-laws then sign them placing them into effect for term of office.

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Section 4 Treasurer

The IPMS Livonia Treasurer shall:

1. For prospective members wishing to join IPMS Livonia collect dues and issue membership card,
2. Annually for renewing members collect dues and issue an updated membership card,
3. Maintain a list of names and addresses of all IPMS Livonia members,
4. Maintain an independent bank account in which to collect funds received and to pay for expenses incurred through the operation of IPMS Livonia,
5. Keep an account of revenues and expenses and present to the President a monthly account of funds and a quarterly report to the general membership,
6. Advise Vice-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.
7. With the Executive Board members, bi-annually review IPMS Livonia by-laws then sign them placing them into effect for term of office.

Section 5 Temporary Redistribution of Duties

1. The Executive Board may redistribute duties based on the make-up of the current board.
2. The distribution of duties returns to the definition contained in these bylaws upon the election of a new executive board. The new board may decide to redistribute again at their **1st** executive board meeting.

Article VII: RESPONSIBILITIES OF APPOINTED EXECUTIVE BOARD MEMBERS

Section 1 General

Appointed members of the Executive Board will participate in board meetings and assist in the planning and operation of IPMS Livonia but they will not have voting rights in matters concerning amendments to by-laws or the allocation of IPMS Livonia funds.

Section 2 Chapter Contact

The Chapter Contact shall:

1. Be directly responsible to the President,
2. Be the primary contact in all correspondence between IPMS Livonia and IPMS/USA,
3. Be the initial contact point between IPMS Livonia and any external individual or organization and will allow their phone number and e-mail address to be advertised as such,
4. As soon as possible notify President of any communications that require action by or could impact the operation of IPMS Livonia,
5. Advise Vice-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 Contest Coordinator

The Contest Coordinator shall:

1. Be directly responsible to the President,
2. Be responsible for organizing, running, and publishing the results for the:
 - a. Bi-monthly contest to determine Junior and Senior Modelers of the Year,
 - b. Annual "Model of the Year" contest,
 - c. Cross Town Contest with IPMS Warren when IPMS Livonia is the host. This also involves coordinating selection of the contest theme and coordinating contest arrangements with IPMS Warren.
3. Be responsible for having annual awards updated with and keeper awards made for annual winners,
4. Be chapter liaison and coordinate chapter activities in any other contest that the general membership of IPMS Livonia agrees to participate in,

Section 4 Newsletter Editor

The Newsletter Editor shall:

1. Be directly responsible to the President,
2. Produce and distribute a monthly newsletter to general membership,
3. At the direction of the Secretary publish information about upcoming meeting and other activities of interest to the general membership.
4. At the direction of the Secretary publish minutes of Executive Board and general meetings.
5. At the direction of the Contest Coordinator publish results of club contests,

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6. At the direction of Executive Board publish announcements of interest to general membership,
7. Publish articles that will facilitate the improvement of modeling skills or stimulate ideas for modeling subjects.
8. Advise Vice-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 5 Web Master

The Web Master shall:

1. Be directly responsible to the President,
2. Maintain a web site to advertise functions and sponsored events to general public,
3. Maintain a web site to produce pages that recognize that skills and accomplishments of the general membership.
4. At the direction of Executive Board publish announcements of interest to general public,
5. At the direction of the Secretary publish information about upcoming meeting and other activities of interest to the general public.
6. Advise Vice-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.

Article VII: MEETINGS

Section 1 General Meetings

1. Annually Executive Board will determine schedule for general meetings. These meetings are usually scheduled for the 2nd Tuesday evening of each month.
2. General meetings are intended to inform membership of status, upcoming events, and to hold contests, clinics, and lectures to enhance modeling skills and abilities of membership, and develop friendship.

Section 2 Executive Board Meetings

1. Executive Board meetings are scheduled by the President and must be attended by a majority of Executive Board members to be official. These meetings must be held not less than once a quarter.
2. Executive Board meetings are intended to evaluate the status of IPMS Livonia and plan and develop the activities and general meetings.

Article VIII: GUESTS

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

Article IX: USE OF IPMS LIVONIA FUNDS

Section 1 General

IPMS Livonia funds are to be obtained through annual membership dues, donations, fundraisers and other lawful means. They are to be accounted for and used to the betterment of IPMS Livonia under the direction of the Executive Board. No member of the Executive Board or general membership of shall inure to the private profit of funds.

Section 2 Expenditures

Any expenditure of \$100.00 or greater must be recommended by the Executive Board and approved by a majority vote of the membership at a general meeting.

Section 3 Reimbursement

Reimbursement to any person for materials, supplies, or reasonable services, must have the approval of the Executive Board.

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Article X: Chapter Awards

Section 1 Modeler of the Year

1. Bi-monthly a chapter competition will be held to recognize the best modeling project completed by a member after the previous bi-monthly contest. Points will be awarded towards the determination of the chapter Modeler of the Year. Separate awards will be given to best Junior and best Senior modeler in the chapter.
2. The intent of this competition is to encourage members to complete and show their modeling projects and as a result increase their skills and those of the general membership.
3. This competition will be held in the January, March, May, July, September, and November meetings.
4. **Eligibility:**
The competition and judging is open to all current members of IPMS Livonia. Any project entered must have been completed in the period since the last bi-monthly competition. Entries may only compete once and are there after ineligible for competition in whole or in part.
5. **Judging:**
 - a. All current members present at the meeting on the date of the contest may vote on their choice of 1st, 2nd, and 3rd amongst all Junior entries on display and 1st, 2nd and 3rd on all Senior entries on display.
 - b. Each 1st place vote will receive 4 points, 2nd place 3 points, and 3rd place 2 points.
 - c. Members may not vote for any of their own entries.
 - d. The entry earning the most points will be recognized as "Model of the Day".
6. **Modeler of the Year Scoring:**
 - a. Points will be awarded on the basis of placement in the bi-monthly competition as follows:
 - 1st place 10 points
 - 2nd place 6 points
 - 3rd place 4 points
 - 4th place 3 points
 - 5th place 2 points
 - b. All contestants who do not place will be awarded 1 point for making the effort to enter a subject.
 - c. Ties in voting for any placement will be decided upon the entry receiving the most 1st place votes. If there are still ties the most 2nd place votes, if still tied the most 3rd place votes. If still tied all tied entries will receive the points for the position they are tied for. The points for the positions that would have been awarded if the ties could have been reconciled are dropped.
7. **Award:**
 - a. The member who accumulates the most points in the bi-monthly chapter competitions held during the calendar year will be granted the privilege to hold a perpetual plaque holding the names of all recipients of the award for a period of 1 year.
 - b. The member will also be awarded a plaque recognizing their accomplishment that is theirs to keep.
 - c. The winner will be officially announced at the annual chapter "Christmas Party" and the awards will be presented at the next chapter meeting.
 - d. On or before the chapter "Christmas Party" the perpetual plaque must be returned to the Contest Coordinator to be updated with the name of and awarded to the winner of the next year's winner.

Section 2 Model of the Year

1. Annually at the chapter "Christmas Party" a chapter competition will be held to recognize the best modeling project completed during the year since the last "Christmas Party".
2. Separate awards will be give to best Junior and best Senior model
3. **Eligibility:**
The competition and judging is open to all current members of IPMS Livonia. Any project entered must have been completed in the year since the last "Christmas Party".
4. **Judging:**
 - a. All current members present at the meeting on the date of the contest may vote on their choice of 1st, 2nd, and 3rd amongst all Junior entries on display and 1st, 2nd, and 3rd on all Senior entries on display.
 - b. Each 1st place vote will receive 4 points, 2nd place 3 points, and 3rd place 2 points.
 - c. Members may not vote for any of their own entries.
 - d. The entry earning the most points will be recognized as "Model of the Year".

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5. Award:

- a. The member whose model accumulating the most points will be granted the privilege to hold a perpetual plaque holding the names of all recipients of the award for a period of 1 year.
- b. The member will also be awarded a plaque recognizing their accomplishment that is theirs to keep.
- c. The winner will be officially announced at the annual chapter "Christmas Party" and the awards will be presented at the next chapter meeting.
- d. On or before the chapter "Christmas Party" the perpetual plaque must be returned to the Contest Coordinator to be updated with the name of and awarded to the winner of the next year's winner.

Article XI: DISSOLUTION

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

Article XII: AMENDMENTS

Section 1 When Amendment/s Can Occur

Amendments to these bylaws shall take place at an Executive Board meeting at the discretion of the Executive Board.

Section 2 Adoption of Amendment/s

A unanimous 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 general membership at the next general meeting following adoption of amendment/s.

Signed _____ Date _____
(IPMS Livonia President)

Signed _____ Date _____
(IPMS Livonia Vice- President)

Signed _____ Date _____
(IPMS Livonia Secretary)

Signed _____ Date _____
(IPMS Livonia Treasurer)