

Bylaws

High Plains Modelers Loveland, CO May 15, 2022

Article I. NAME

This organization shall be known as the High Plains Modelers, referred to as HPM throughout the remainder of this document.

Article II. POLICIES AND OBJECTIVES

Section 1 Policies

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

Section 2 Objectives

The objectives of HPM shall be to encourage fellowship and foster the improvement of modeling skills through clinics, contests, exhibits, presentations, historical research and other relevant means. The HPM shall regulate membership including the raising, use and legal investment of money to support the activities of HPM, provided none of the income of HPM shall personally benefit any of its members.

Section 3 Charters

HPM may choose to become a Charter Member of the International Plastic Modelers Society/USA, hereinafter referred to as IPMS, by vote of the HPM membership. If HPM membership chooses to be an IPMS Chapter, the HPM chapter point of contact shall be the current HPM President, or a person appointed by the current HPM President to act as HPM chapter point of contact.

Article III. MEMBERSHIP

Section 1 Membership Eligibility

Membership in HPM 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, at the approval of the Executive Board, covered by these Bylaws or special rules of procedure adopted by HPM.

Section 2 Classification of Members

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

- a. Membership in the HPM is available to anyone who pays the yearly fee (dues) designated by the HPM Executive Board, and is in good standing with regard to Article III, Section 1 of these Bylaws. Membership entitles such person to an HPM membership card HPM newsletter and participation in HPM sponsored contests, clinics, exhibits, lectures or other HPM activities, including the right to vote for HPM Executive Board officers.
- b. Member categories are designated as "Adult" (18 and older); "Junior" (18 and younger) and "Family."

Section 3 Application Process for New Members

Applications for membership plus annual dues shall be submitted to the HPM Secretary.

Section 4 Dues

Dues amounts shall be determined and set forth by the Executive Board as an amendment.

Section 5 Renewal of Membership

Annual dues shall be paid no later than one month from membership anniversary date. Renewal of membership shall follow the same procedure as found in Article III, Section 3, no later than one month after expiration of membership. All other rights stated in Section 2 of Article III are continued to the renewed member.

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 by the general membership of HPM; President, Vice President, Secretary and Treasurer.

Section 2 Qualifications for Executive Board Positions

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

- a. Candidate has been a member of HPM for more than one year.
- b. Candidate is a current Adult Member in good standing.

Section 3 Term

Board members shall be elected to one-year terms and are eligible for election for up to two consecutive terms. Board members may be re-nominated for service on the board following a one-year absence from the Board.

Section 4 Resignation and Removal

Any officer may resign at any time by delivering a written resignation to the President or the Secretary. Whenever, in the judgment of the Executive Board, the best interests of the organization will be served, any officer may be removed from office by the affirmative vote of two-thirds of the Executive Board..

Section 5 Vacancies

Vacancies occurring on the Board of Directors may be filled at any time by appointment of the President with approval of two-thirds vote of the Executive Board. The appointment will be for the unexpired term of the position. In the event a vacancy occurs in any Officer's position, it shall be filled in the following manner until the next annual election:

- President - The President Elect shall assume the office until the next Election meeting.
- In case of vacancy in the office of both President and President Elect, the duties of the Office of President shall be performed by the Secretary, until replacements are elected by the Board.
- The Board of Directors shall elect replacements for all other vacancies.

Article V. ELECTION PROCESS

Section 1 Eligibility to Vote

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

Section 2 Nomination of Candidates

The candidates for HPM Executive Board officers, specifically, President, Vice President, Secretary and Treasurer shall be nominated by any HPM Adult Member by means of nominations from the floor or in the event members cannot be present, by email to the current Secretary or Chair of the Nominating Committee.

Section 3 Election of Officers

Officers shall be elected by HPM membership at the November Election Meeting. The election may be conducted by voice vote or show of hands by HPM membership present at the Election Meeting.

Article VI. DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD OFFICERS

- a. With the Executive Board members, the President of HPM shall review HPM Bylaws annually.
- b. The President shall then sign the Bylaws, placing them into effect for term of office.

Section 1 President

The President shall:

- Preside over Executive Board meetings as well as all HPM general meetings and call all meetings to order.
- Determine the calendar of general meetings and events to take place including contests, clinics, and presentations, for each meeting.
- Be responsible for maintaining a balanced budget of HPM funds and reporting, at least quarterly, the status of HPM funds to the General Membership.
- Web Master, Social Media Coordinator and Contest Chairman are appointed positions by the President and will report to the Executive Board.

Any additional responsibilities, such as chairing a committee, may be delegated to any Executive Board member or assigned to any general member/s by the HPM President.

Section 2 Vice-President

In the absence of the HPM President, the Vice-President shall:

- Preside over Executive Board meetings as well as all HPM general meetings and call all meetings to order.
- Advise HPM 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.
- Act as Public Relations officer of HPM and is responsible for public affairs in the community. Such responsibility may be delegated to an HPM member upon approval of all Executive Board members for a designated period of time, i.e., for a weekend Mall Show or Model Contest.

Section 3 Secretary

The HPM Secretary shall:

- Keep minutes of the Executive Board and general HPM meetings and maintain a list of names, addresses and email contacts of all HPM members.
- Advise HPM 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. Manage all correspondence to HPM general membership including notification of meeting place and times or any changes thereto.

Section 4 Treasurer

The HPM Treasurer shall:

- Keep an account of revenues and expenses and present to the HPM President an account of HPM funds as often as requested and, at a minimum, a quarterly report to the HPM general membership.

Section 5 Past President

The Past President shall:

- Perform such duties as the President and/or the Board of Directors may determine
- Serve as Chair of the Nominating Committee

Article VII. SPECIAL APPOINTMENTS

Section 1 Web Master

The Web Master of HPM is responsible for publishing pertinent HPM information on the club website at the direction of the HPM Executive Board. The Web Master shall be appointed by the HPM President and shall report to the HPM Executive Board. The website shall be limited to club information and contacts, calendars and photos. No fundraising will be done through the website. HPM website will not be used for personal gain for any club member.

Section 2 Social Media Coordinator

The Social Media Coordinator is responsible for publishing pertinent HPM information and acting as administrator on social media outlets at the direction of the Executive Board. The Social Media Coordinator shall be appointed by the HPM President and shall report to the Executive Board. The use of social media shall be limited to club information, calendars and photos. No fundraising will be done through social media outlets. HPM Social Media will not be used for personal gain to any club member.

Section 3 Contest Chairman

The Contest Chairman shall be appointed by the Executive Board to organize and oversee all contests sponsored by HPM and act as Head Judge; and shall determine and publish contest judging criteria, modeler classification, and categories to be used for the year, with the approval of Executive Board officers.

The Contest Chairman shall advise HPM President in determining the yearly calendar of general meetings and events to take place including contests, clinics, presentations, etc., if any that will be scheduled for each meeting.

Article VII. MEETINGS

Section 1 General Meetings

HPM determines an annual schedule for general meetings. General meetings are scheduled for the last Tuesday of the month at 7 p.m. The day of the month can be changed by a vote of the membership. General meetings are intended to inform HPM membership of HPM status, upcoming events and to hold contests, clinics and presentations to enhance modeling skills and abilities of HPM membership while developing friendships.

The membership determines any other meetings or gatherings i.e. "Build and Bull", Holiday parties, special gatherings.

Section 2 Executive Board Meetings Executive Board meetings are scheduled by the HPM President and

should be attended by all HPM Executive Board members. These meetings should be coordinated as needed. Executive Board meetings are intended to evaluate the status of HPM and plan and develop HPM activities and general meetings.

a. Quorum

A quorum will consist of a simple majority (51%) of the Executive Board and must be present to conduct business.

b. Special Meetings

Special meetings of the Executive Board may be held at any time upon twenty-four (24) hour notice, oral or written, by the President, Secretary, Treasurer, or by three other members of the Executive Board.

c. Electronic Meetings

Members of the Executive Board or any committee designated by the Executive Board may participate in a meeting of such Board or committee by means of conference telephone or video conferencing by which all persons participating in the meeting can communicate with each other. Participation in a meeting pursuant to this section shall constitute presence at such meeting.

Article VIII. GUESTS

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

Article IX. USE OF HPM FUNDS

Section 1 General

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

Section 2 Expenditures

Any expenditure of \$200.00 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.

Article X. DISSOLUTION

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

Article XI. AMENDMENTS AND REVISIONS

Section 1 Amendments to the Bylaws

Amendments and revisions to the HPM Bylaws shall take place at an Executive Board meeting at the discretion of the Executive Board.

Section 2 Adoption of Amendments

A unanimous vote of the elected Executive Board officers shall be required for adoption of any amendments or revisions.

Section 3 Notification of amendments to membership

Notification of such amendment/s shall be made to the HPM general membership at the next general meeting following adoption of amendment/s.

Signed_____Date_____
(HPM President)

Signed_____Date_____
(Secretary)