

Constitution and Bylaws for the Zumbro Valley Scale Modelers

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IPMS 5-33

Rochester, MN

Adopted 3/7/2025

CONSTITUTION

I. Purpose Statement

The purpose of this club shall be:

- A. To encourage interest in scale modeling for all ages.
- B. To foster the enjoyment and enrichment of the hobby for all members.
- C. To encourage an active voice and participation by the Membership in the governance of the club.
- D. To encourage the timely exchange of modeling-related information and to provide information, data, and other assistance to members.

II. Officers

A. There shall be four elected officers in the club. They are

1. President.

Responsibilities shall include calling the meeting to order, chairing the meeting, maintaining order during the meetings, conducting votes by the membership, and adjourning the meeting. The President is also responsible for signing any contracts into which the club decides to enter, although this task may be delegated. Additionally, the President also acts as the point of contact and spokesperson for the club.

2. Vice President.

Responsibilities shall include carrying out the responsibilities of the president when the president is absent or otherwise unable to fulfill the role.

3. Secretary.

Responsibilities shall include keeping records. This will comprise recording meeting minutes, any decisions made by the club, copies of any contracts, copies of any correspondence, and securing reports needed for the smooth operating of club events. The Secretary also will keep an up-to-date official club roster and email list.

4. Treasurer.

Responsibilities shall include overseeing any funds of the club, dispersing said funds at the direction of the club (which may be delegated to another officer), and providing reports of club expenditures, income, and funds on hand on a quarterly basis, or as required. Funds will be held in a cash box format, and a running ledger of expenses will be kept.

B. Terms of Officers

The terms of all officers shall be two years from the date of the election.

Officers may run for more than one term.

C. Nomination of Officers

Any member may volunteer to run or nominate another member for any

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office (with the permission of the nominated member, gained before the election meeting). Nominations must take place before the meeting of the election, so that ballots may be created.

D. Voting for Officers

Voting will take place at a designated meeting, and only members present can vote.

Voting will be by anonymous paper ballot and tallied by the incumbent Secretary and verified by a non-officer in the presence of attending members.

E. Removal of Officers

If an officer is accused of misconduct, the Conflict Resolution Process for members shall be followed, except that the accused officer **may not** conduct the meeting at which the charge is considered. A vote of 2/3rds of the members present at such a meeting shall be necessary to remove a person from office.

II. Membership

A. Definition: A member of this club shall be any person who

1. Attends regular meetings as able.
2. Declares their desire to formally become a member of this club.
3. Signs the Member Behavioral Covenant (see below).
4. Is added to the official roster.
5. Members shall remain members so long as they adhere to the above, declare their desire to withdraw from membership or are removed for cause.

B. Behavior Covenant: By joining this club, members agree to the following:

1. To treat each other with respect.
2. To respect the property of others or the club.
3. To, in case of conflict, abide by the Conflict Resolution Process (see below).

C. Conflict Resolution Process (CRP)

If there is a dispute between members or an accusation of misconduct made against any member, this process shall be followed:

1. The member shall first contact the fellow member regarding any dispute or accusation of misconduct. This should be done directly and in private.
2. If the member making the accusation does not feel comfortable discussing the accusation with the other member involved, the member initiating the process shall ask an officer of the club to be a part of the conversation to mediate the conflict or accusation. Again, this should be done in private.
3. If the conflict or accusation cannot be resolved to the satisfaction of all parties

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involved (including the officer), the matter shall be brought before a special meeting of all club members wishing to attend.

4. If a resolution cannot be reached among club members, the issue will then proceed to The Region 5 Coordinator, and to be handled by the Executive Board.
5. If the accuser does not follow the Conflict Resolution Process, or goes public with the conflict (posts to social media, etc), this is grounds for expulsion from the club.

III. Removal of Membership, Expulsion of a Member

- A. If any member of the club is found to violate the behavioral covenant or the conflict resolution process, the club may take action to remove or expel the member by vote. A removal vote may not be held during the meeting in which the question is raised, but at the following or a specially designated meeting.
- B. At the above meeting, discussion shall be held and reasons presented for whether the member should be removed or if membership should continue.
- C. The member may be removed by 3/4ths vote of all members present. Absentee ballots shall not be allowed or accepted.
- D. If the club votes to remove the member from the club, expulsion will take place immediately, and any future involvement in the club, in any way, will henceforth be prohibited.

IV. Dissolution of the Club

- A. If any member of the club makes a motion at a regularly called meeting to dissolve the club, the club shall vote on holding a separate meeting for the purpose of discussing and deciding that matter. The date for this meeting shall be set **after** the next upcoming regularly scheduled meeting. A dissolution vote may not be held during the meeting in which the question is raised or at the following regular meeting.
- B. At the above specially called meeting, discussion shall be held and reasons presented for whether the club should be dissolved or should continue.
- C. The club may be dissolved by 3/4ths vote of all members present. Absentee ballots shall not be allowed or accepted.
- D. Upon the dissolution of the club, any properties of the club shall be liquidated, and all funds donated to IPMS USA.

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Bylaws

- I. Regular meetings shall be held on the first Thursday of each month from January through December. Additional meetings may be scheduled if needed, by decision of the club.
 - A. The meetings shall begin at 7pm and adjourn no later than 9pm.
 - B. Meetings shall be held at the place contracted for that purpose (unless a different location is decided upon at the previous meeting).

- II. Anonymous vote by paper ballot will be used for the election of officers, removal of officers or members, conflict resolution or in the matter of a vote on dissolution. For other matters, votes shall be taken by show of hands. If a matter to be voted upon is deemed more sensitive in nature, anonymous vote by paper ballot may be implemented.

- III. The Treasurer or other officer may be charged by the club with the responsibility for conducting services searches and negotiating contracts. Contracts may be signed following the approval of the club by vote.

- IV. Decisions involving contracts, expenditures of club funds, and other matters facing the club (except those special meetings described above) shall be made by majority vote of the members present at a regularly called meeting. Special meetings have their own voting requirements.