

**SECTION
C
IMPBA
BYLAWS**

IMPBA OFFICIAL RULE BOOK

SECTION C
IMPBA BY-LAWS

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INTERNATIONAL MODEL POWER BOAT ASSOCIATION

BY-LAWS

CHAPTER I - MEMBERSHIP

Membership in the IMPBA may be obtained in the following manner:

- A. An individual wishing membership in the IMPBA may do so upon application to the Executive Secretary, and with the remittance of the proper dues. Individuals may also join IMPBA at sanctioned races or club events by filling out a membership application and paying the correct dues. The application and payment must be mailed to the IMPBA Office by the host club the first working day after accepted.
- B. A club's request for membership must be accompanied by a completed Club Registration and Insurance Application form and must list 5 current IMPBA voting members. The President of an IMPBA registered club must be a member of IMPBA. Club registration with the new officers list is due at the IMPBA office by January 31.

CHAPTER II - MEMBERSHIP DUES

- A. **Individual Memberships** – All memberships expire December 31 of each year.
 1. Dues will be \$50.00 per year for renewing Senior Membership prior to January 1. (See Membership Application). New members/Renewing members January 1 and after - \$60.00 per year. All Late Season Senior Memberships after September 1 will be \$30 for the remainder of the year.
 2. Family Rate: The Senior member's spouse, and his/her children under 18 residing at the same address may be added to the membership for \$10.00 each. First family member is designated as primary member.
 3. Junior Rates: \$10.00 per year for persons 18 and under who does not have the opportunity to join under the family rate plan.
 4. Members of the Executive Board shall not pay dues while in office, with the President receiving a life membership (subject to the limitations of Sec. B-Constitution, Article V, Section 1).
 5. Paid members of other boating organizations may pay \$15.00 for a Single-Event membership, allowing running in that event only. **Single-Event membership may only be used once in any calendar year by a specific individual.** Should that individual desire to participate in a second event in a calendar year, a full membership will be required. The Single-Event fee paid at one event will be credited to the price of a full membership should that membership be obtained within the same calendar year.
 6. Guest Limited Membership – a nominal fee may be paid at a club pond or event which would allow the guest access to the driver's stand with an IMPBA spotter for the sole purpose of a brief trial demonstration using club/demonstration boats only. Confers limited temporary membership rights only -- no access to Hot Pit or Launch Area, not valid for racing, and guest must be at least 10-years old. Minors must have a parent signature to participate. Forms must be complete. Single use on that day only.
 7. The above dues include IMPBA Commercial General Liability and Property Damage Insurance when running at an insured site (Sec. E. Procedures, Article I- Insurance).
- B. Persons who knowingly run on an insured club pond without a current membership and contestants that knowingly run at an IMPBA event under false pretense will face the following penalties (club may also be subject to penalties under rule C(4) below):
 1. First infraction: Loss of IMPBA membership from the time of the offense for one (1) year. Also the loss of the "single-event" privilege if the member has a membership in another boating organization for the same time period, and no refund of membership monies.
 2. Second infraction: Loss of IMPBA membership from the time of the offense for three (3) years. Also the loss of the "single-event" privilege if the member has a membership in another boating organization for same time period, and no refund of membership monies.

C. Club Membership Dues / Registration – expire December 31 of each year.

1. Charge is \$50.00 per year. If paid for before January 1, dues will receive a \$10.00 discount to \$40.00. The above dues include IMPBA Commercial General Liability and Property Damage Insurance for one (1) pond location. Additional pond sites may be insured for a fee of \$10 for each location.
2. Clubs are responsible to ensure all Safety rules are followed, valid insurance is in force, and adequate protections are in place at their sites (Sec. S- Safety, and Sec. E- Procedures).
3. Clubs are to ensure those boating on their insured ponds at club sponsored and sanctioned events are paid-up members of IMPBA, and that sanctioned event contestants/participants who hold a current membership card with another boating organization have paid their Single-Event Fee. If membership cannot be verified, they must complete and sign an application and pay their IMPBA dues. Guest Limited forms must be completed and fees collected prior to demonstration. **All membership applications (IMPBA, Single-Event, and Guest limited) and fees must be mailed to the IMPBA office by the host club the first working day after accepted.**
4. If clubs violate the above procedures, then the following will apply. No matter the number of infractions at an event it will only be counted as one (1) violation:
 - a. First infraction: A written warning to the club. A written plan for corrective action may be put in place. Club will be responsible to pay uncollected fees for any membership(s) they did not verify, and the individual(s) may also be subject to penalties under rule B of this chapter. District Director has authority to suspend activities, and/or revoke event sanctions until safety items are shown to be corrected (Chapter III-Section 3(D) and (E)).
 - b. Second infraction: loss of all race sanctions for the club for 12 months from the date of second infraction.
 - c. Third infraction: loss of club membership with a letter to the lake site owner informing them that the club is no longer covered by insurance.

CHAPTER III - DUTIES OF OFFICERS

SECTION 1 - PRESIDENT

- A. The President shall be the presiding member of the Executive Board.
- B. He shall conduct the business of the IMPBA with the advice and consent of the Executive Board.
- C. He shall appoint such assistants as required to run IMPBA business.

SECTION 2 - VICE PRESIDENT

- A. He shall assist the President as requested.
- B. He shall conduct the Board meetings in the absence of the President.

SECTION 3 - DISTRICT DIRECTORS

- A. They shall have a working knowledge of all clubs in their district.
- B. They shall have a personal knowledge of all secretaries of the clubs in their district.
- C. They shall act as a coordinator of all activities in their district.
- D. They shall have the power to suspend activities, or revoke sanctions within their district for safety issues, until the situation is rectified.
- E. They shall submit a complete report in writing to the President on all such threatened or actual action taken. The Director and President may develop a written plan of action for the club to follow to correct unresolved safety issues/practices.
- F. They shall develop and institute a continuous recruitment program for members and clubs, and provide advice for new clubs.
- G. They shall appoint an Assistant Director to assist him or act on his behalf at meetings he cannot attend.

- H. District Directors are responsible for providing the office with a District race schedule by March each year, and for providing material about their districts for *Roostertail* articles.
- I. Any Assistant Director so appointed shall have the same powers as the District Director.
- J. District Directors are responsible for approving club race sites and sanctioned events. Site related IMPBA Procedures and Safety Requirements are considered during the approval process. The Director approves their application when all requirements are met and then forwards it to the Executive Office.
- K. District Directors communicate with the Executive Office on club registrations and sanctioned race dates. The IMPBA Sanction Application and IMPBA Club Registration forms are sufficient communication for this purpose.
- L. District Directors should attend all board meetings each year whenever possible.

SECTION 4 - EXECUTIVE SECRETARY

- A. Position Purpose
 - 1. This position is responsible for the day-to-day requirements of the IMPBA to provide the needs of the IMPBA membership in the pursuit of organized model boating as specified in the IMPBA rulebook.
- B. Operating Environment
 - 1. This office is the keystone for the success of the organization. The incumbent administers the day-to-day IMPBA business activities of receiving all IMPBA Office correspondence. The incumbent must be proficient in the use of the computer and must upgrade as required to support the position. All information shall be maintained in computer files so as to permit easy access and transferal of required information to support the President, the Elected District Directors, the Elected Directors, the IMPBA Treasurer, and other appointed IMPBA Board members. This position is responsible for providing the required timely information to all areas of the IMPBA including the Districts, Clubs, and Membership.
 - 2. The Executive Secretary will report directly to the IMPBA president. An annual review will occur every December.
- C. Major Accountabilities and their Dimensions
 - 1. Receive and process membership applications, and have membership cards return to the applicant within 15 days.
 - 2. Process all club registration applications and include a Club Roster in the IMPBA Roostertail. All Sanctioned clubs will be submitted to the web site with all current information as it comes in to the IMPBA office.
 - 3. Process all race sanction requests and fliers approved by the District Director, and ensure insurance certificates are issued to the club. All Sanctioned races will be included in Roostertail newsletters calendar, and submitted to the web site with all current information as they come in to the IMPBA office.
 - 4. Plan & coordinate the IMPBA Board meeting, and prepare an agenda with advance supporting info to Board members from data received prior to a meeting.
 - 5. Provide quality up-to-date information to the IMPBA Website.
 - 6. Provide accounting for IMPBA funds and transact the deposit & dispersal of Board approved funds. All transactions are done timely & accurately.
 - 7. Generate the Roostertail newsletter and provide this info to the membership. The Roostertail are available on the IMPBA web site and will only be mailed to members that purchased copies.
 - 8. Maintain the IMPBA rulebook in conjunction with the revisions approved at Board meetings, and provide the updates to the membership as specified in the rulebook. All existing members receive rule updates & provide new members with current rules.

9. Assist the voting Board members in the gathering & timely, accurate dispersion of information required to support the IMPBA and ensure all members possess required documents & info.
10. Be accessible by phone, e-mail, and the mail. Establish timely contacts as required to avoid complaints from members.
11. Take the minutes at all Board meetings & provide an accurate summary for the organization's permanent records. Concise, accurate records of IMPBA Board meetings to be sent to the web site coordinator within 2 weeks of the meeting. The coordinator will post the minutes on the IMPBA web site.

D. Related Information

Major Challenges

1. In order to provide the membership with the required support, it is necessary to conduct and operate within an efficient, cost-effective business environment. The incumbent must stay abreast of computer software developments, which can impact the effectiveness of the IMPBA. Incumbent shall work closely with the IMPBA Treasurer who is charged with ensuring we maintain an effective office.
2. Because the incumbent has an in-depth knowledge of the requirements of the office operation and activities, every effort to reduce cost of operation should be investigated. Those having merit should be suggested to the President and/or the Treasurer for inclusion as an agenda item for the next Board meeting.

Authority Level

1. Secretary is authorized to sign IMPBA checks, and forward them to either the IMPBA Treasurer or the IMPBA President.
2. Secretary is authorized to spend funds from the petty cash account for incidental office expenses & other sundry items.

SECTION 5 - EXECUTIVE BOARD

- A. The President, District Directors, National Fast Electric Director, National Large Scale Gasoline Director, National Nitro Director, and Past Presidents shall comprise the Executive Board.
- B. They are the supreme authority in interpreting the Constitution, By-Laws, Procedures, and Rules of Competition of IMPBA.
- C. Voting power of the Executive Board shall be limited to the casting of votes as described under the Constitution ARTICLE V - OFFICERS & EXECUTIVE BOARD, Sections 1, 2 & 3.
- D. A **majority of votes cast** shall constitute an Executive Board decision unless otherwise set out in the Constitution.

SECTION 6 - TREASURER DUTIES

The Treasurer shall disburse such funds as necessary to maintain the IMPBA office and normal operations of it within the parameters of actions specified by the Executive Board. The Executive Board shall authorize any funds other than this or those the Rule Book specifies in advance. No Officer or person shall have any authorization to disburse funds without prior approval of a majority vote of this Board. If something comes up that needs to be decided between Board meetings, the secretary will advise the President. The President will poll the Directors and let the Treasurer and secretary know the results.

In the case of an emergency, any of the two following people may sign a check; the President, Treasurer, and/or secretary; in which case no two, same last names shall appear, nor the signature cannot be provided by two people domiciled together.

SECTION 7 - NATIONAL SAFETY DIRECTOR

The National Safety director's role will be to advise the executive board on matters that pertain to safety. These duties will include a follow up on reported accidents or near accidents and provide recommendations to prevent another occurrence. Posting to this position will be by the President and executive board appointment with no voting privileges.

SECTION 8 – NATIONAL ELECTRIC / GAS / NITRO DIRECTORS DUTIES

National Electric, Gas, and Nitro Directors are responsible for promoting and furthering their segment of the hobby.

They are responsible for finding a host club for the Premier event of the division such as the Internats, Nitro Nationals, FE Nationals, and Gas Nationals, and are responsible for bringing the above items to the Executive Board. The next year's event is to be announced at each year's current division's premier event.

SECTION 9 - VACANCY

In the event that the office of President, District Director, or National Safety Director becomes vacant through resignation or other reasons, the remaining portion of the term shall be filled by appointment by the Executive Board. A Presidential vacancy must be filled by a person serving in an elected director position.