

# The Bylaws of The Washington Ship Model Society

## Preamble

For the Mutual Benefit in Model Ship Building; for the Exchange of Ideas; and to Preserve for Posterity Scale Models of Historic Vessels, we Associate Ourselves Together to Form This Washington Ship Model Society.

## I Membership

- (a) To be eligible for membership in the Society, a Candidate must be a person of good character who has demonstrated an interest in ship models, ship modeling and matters pertaining to maritime history.
- (b) A Candidate for Membership is invited to attend the regular meetings as a guest in order to be introduced to the Membership. After attending three (3) meetings in a period not to exceed six (6) months, the Candidate may request membership in the Society. If a guest has attended the required three (3) meetings but does not elect to become a member, he or she will be taken off the distribution list for WSMS announcements and newsletters.
- (c) The Candidate shall become a Member on approval by a vote of the membership at the Candidate's third meeting, contingent upon payment of the required dues, pro-rated to the date of acceptance.
- (a) Honorary members recognized in the past under the provisions of prior bylaws shall retain all rights and privileges stated in those bylaws.

## II. Dues

- (a) Membership dues shall be paid annually and are payable on the first day of July each year. When joining the Society, members shall be liable for dues for the current year pro-rated on a monthly basis.
- (b) The amount of the Annual Dues shall be reviewed regularly by the Bridge to ensure that the annual income is, at a minimum, consistent with estimated expenses. If considered necessary, the Bridge will recommend a revision of the Annual Dues to the entire membership a month prior to a regular member meeting. A majority vote of the Active Members in attendance shall be required to adopt the recommendation.
- (c) Members whose dues remain unpaid as of the first day of October of the current year shall be so notified by the Purser. If after 30 days dues remain unpaid, the member shall be dropped from the Society. '

- (d) In return for service to the Society, the Purser, the Ship's Clerk and the Web master shall receive full credit for their annual dues.

### III. Special Assessments

The Bridge may occasionally recommend a special assessment, in addition to the Annual Dues, to cover expenses for special projects or purchases. A majority vote of the Membership responding shall be required via established distribution to the entire membership.

### IV. Fiscal Year

- (a) The fiscal year of the Society shall be from the first day of July through the last day of June.

### V. Officers

- (a) The elected Officers of the Society shall be four (4) in number; Captain, First Mate, Ship's Clerk and Purser. In addition, the retiring Captain shall be known as Commodore until a new Captain is elected, with duties as mutually agreed upon.
- (b) The Bridge shall consist of the Captain, First Mate, Ship's Clerk, Purser and the Commodore. The Captain may appoint other members of the Society to serve as temporary members of the bridge to participate in the discussion of a particular matter.
1. The Bridge shall exercise general supervision over the interests and affairs of the Society, and shall establish/continue various standard operating procedures and policies not specifically covered by these Bylaws, subject to the approval of the membership where necessary.
  2. The Bridge shall be empowered to act on behalf of the Society in the interim between regular meetings and shall report all actions to the membership.
  3. The Bridge shall meet as necessary and present its conclusions and recommendations to the membership for consideration and/or approval.
- (c) In addition to serving as a member of the Bridge, the duties of the Officers shall be as follows:
1. The **Captain** shall have general supervision over the Society, preside at meetings, call special meetings and appoint committees.
  2. The **First Mate** shall, in the absence of the Captain, perform the duties of the Captain. In addition, the First Mate shall function as the Program Chairman, coordinating the schedule of programs for future meetings.
  3. The **Ship's Clerk** shall keep minutes of all meetings, attend to correspondence and report all matters of interest to the Captain and the membership. The Ship's Clerk shall also be responsible for notifying the membership of the monthly meetings which may be in the

form of a newsletter prepared by the Clerk or by a Newsletter Editor, and distributed as appropriate.

4. The **Purser** shall collect and disburse all monies of the Society and render a report of the finances at each regular meeting. He/she may open a Society checking account for routine expenses, and a secure savings account for any excess funds. His/her books and records shall be audited at the end of each fiscal year. The Purser shall maintain an up-to-date roster of members (paid and unpaid) and furnish it periodically to the Ship's Clerk.
- (d) The Captain shall appoint a Nominating Committee at the regular meeting in April of each year which shall form a list of nominees for officers. Candidates provided by the Nominating Committee will be proposed to the membership at the regular meeting in May to which will be added any additional nominations from the floor. Election of Officers will be conducted at the regular meeting in June. Each Officer must be elected by majority vote of all Active Members present.
  - (e) The term of office for each Officer shall be one (1) fiscal year. An individual may serve only three (3) terms in succession in the same office. Due to the desirability for continuity in the office, a waiver of the succession rule may be granted by the membership for the Purser and/or the Ship's Clerk, if the member in office is unopposed at the time of elections.
  - (f) In the event that an Officer resigns from his/her position during the term of office, a successor may be elected at the next regular meeting by nomination from the floor.
  - (g) Special Mates may be appointed by the Captain on a permanent basis for duties such as historian and Web master, and on a temporary basis for duties such as exhibit and special function chairs.

## **VI. Meetings**

- (a) Regular meetings of the Society shall take place at least once per month at a time and place designated by the Captain, with notice of such to the entire membership.
- (b) Special subject and demonstration meetings and field trips may be called at any time or place as designated by the Captain, with notice of such to the entire membership..
- (c) Proceedings at meetings shall be guided by Robert's Rules of Parliamentary Procedure. Complete Minutes of each meeting, to include official business and ship modeling discussions, shall be recorded by the Clerk and published in the following Newsletter.
- (d) Voting at the meetings shall be by voice vote, except that written ballots shall be taken for any motion when requested by any Member.

## **VII. WSMS Web Site**

- (a) The Captain may authorize a WSMS member to act as Web master to establish and maintain a Society's Web site for the interest of members and for publicizing the Society to prospective members and interested ship model builders
- (b) General information and photographs on the Web site shall be made available to the public.
- (c) Private information, as determined by the Captain and the membership, shall be user name and password protected, and made available to dues paying members only. The user name and password shall be changed annually consistent with the Fiscal Year dues payments.

## **VIII. Amendments**

- (a) Any Active Member of the Society may propose an Amendment to these Bylaws.
- (b) A proposed Amendment shall be submitted to the Bridge for consideration. The Ship's Clerk shall distribute a copy of the proposed amendment to the Active Membership.
- (c) The proposed Amendment shall be voted on by the membership by email, regular mail, or at the next formal meeting of the Society. Thirty (30) days shall be allowed for the votes to be returned by all members desiring to vote. An affirmative vote by two-thirds of the Members voting shall be required for approval. The Clerk shall collect the votes.