

Bylaws of the

# Potter Youth Rocketry Organization Tripoli Western New York

*NAR Section # 667  
TRA Prefecture # 85*



Effective: pending vote

## I. Name:

1. The name of this Organization shall be the "*Potter Youth Rocketry Organization*" or "*PYRO*" or "*Tripoli Western New York*" or "*TWNY*" or "*PYRO/TWNY*". PYRO and Tripoli of Western New York are to be one entity operated by the current PYRO **Board of Directors (BOD)** and elected Officers.

## II. Purpose:

1. It shall be the purpose of this Organization to:
  - A. Stimulate the progress of hobby rocketry and astronautics.
  - B. Hold meetings and events to aid and encourage all those interested in the hobby.
  - C. Operate and maintain a hobby rocket range.
  - D. Encourage and stimulate the hobby of rocketry as an educational tool. Provide static displays and active demonstrations. Conduct seminars and classes for interested groups.

## III. Membership:

1. Membership shall be open to all persons interested in hobby rocketry.
2. Members whose dues are not "current" may not participate in Organization activities and are not considered members in good standing.
3. Members 18 years and older are Senior Members.
4. Members 17 years and under are Junior Members and are not required to pay dues.

#### IV. Meetings:

1. The Organization shall hold meetings, as the Board of Directors or Officers deem necessary.
2. An Organizational meeting shall consist of a quorum and must be held in person with reasonable notice to the membership.
3. Meetings shall be presided over by an Officer.
4. All membership meetings shall have recorded meeting minutes, and must be posted online within 7 days of the meeting.

#### V. Board of Directors (BOD):

1. The executive board shall consist of:
  - A. Chairman: Michael Duchnevich
  - B. Treasurer: John Tinelli
  - C. Webmaster: Michael Yusko
  - D. President: The Currently Elected Official
  - E. Vice President: The Currently Elected Official
2. Summaries of meetings and activities of the BOD shall be reported to the membership, preferably by posting on the Organization website forum, and/or email, and/or at the next members meeting.
3. All BOD members must conduct themselves with decorum and fulfill their responsibilities to the Organization.
4. The three named founding members of the Board of Directors have a free lifetime membership and their positions are not open to election.
5. Board of Directors positions may not be appointed, created, omitted, duplicated or modified by Officers or members unless approved by the BOD. The Board of Directors reserves the right to create or dissolve affiliate Organizations.
6. The elected positions of President and Vice President shall have equal voting rights and powers as the BOD for their term.
7. BOD manages their own membership with exception to elected positions.

## VI. Board of Directors (BOD) and Officer responsibilities:

1. Chairman:
  - A. Land Owner/Manager liaison
  - B. Waiver management
  - C. BOD management
2. Treasurer:
  - A. Manage Organization monies
  - B. Waiver management and communication
  - C. Routine Expenses
  - D. Charter Renewal
  - E. **BOD Management.**
3. Webmaster:
  - A. **Oversees** Organization websites **and internet presence.**
  - B. **Manages** server and domain renewals **and designation.**
  - C. **BOD Management.**
4. **President:**
  - A. **Acts as a BOD member during the term of their office with full voting privileges.**
  - B. **Is to organize any rentals, leasing or lending of PYRO/TWNY equipment through the Officers or BOD which have to vote, and post meeting minutes on the said action for authorization.**
  - C. **Is responsible for maintaining an updated membership list.**
5. **Vice President:**
  - A. **Acts as a BOD member during the term of their office with full voting privileges.**
  - B. **Report to the Officers an up to date inventory list of ALL the PYRO/TWNY equipment every November.**
  - C. **Report to the Officers any needed equipment repairs or replacements every November.**
  - D. **Keep an updated list of who has keys to the trailers, and make sure whoever needs them, gets them, and whoever doesn't gives them back. (A charge of**

misconduct towards anyone not having given back a key within 30 days of a launch is required).

6. Prefect.

- A. The Prefect shall be responsible for conducting Tripoli L1 and L2 Certifications as per TRA Bylaws and therefore must also be a TRA member in good standing.

7. Secretary

- A. The Secretary is responsible for maintaining a bound log of all required Membership and BOD meeting minutes in chronological order, subject to Membership or BOD approval respectively for inclusion at their next respective meetings.

VII. Officers **other responsibilities:**

1. The following Officers shall be elected by the membership:
  - A. President / BOD interim member.
  - B. Vice President / BOD interim member.
  - C. Secretary
  - D. Prefect
2. Officers have the responsibility of creating or **dissolving** committees required for the operation of the Organization.
3. All Officers are required to be Organization members in good standing **for a minimum of 1 year prior to taking office.**
4. No Officer shall serve as Officer of another rocketry Organization, National or Local concurrently with a position within this Organization. This does not preclude simple membership in another Organization.
5. All Officers must conduct themselves with decorum and fulfill their responsibilities to the Organization.
6. The Officers may create, define, or omit any additional non-NAR or TRA guidelines approved by a quorum vote of the membership. NAR, TRA and TRA Research rules may not be overridden.
7. The Officers are required to create an Annual Launch Schedule and submit it to

the BOD Chairman for:

- A. Property Management approval.
- B. FAA waiver application/communication.
- C. Any additional charter insurance.
- D. Tripoli Research Launch dates approval.

## VIII. Committees:

- 1. Committees and their responsibilities may be created, defined and dissolved by the Officers or BOD.

## IX. National Association of Rocketry (NAR) And Tripoli Association of Rocketry (TRA) Affiliation:

- 1. PYRO/TWNY shall be a chartered NAR section.
- 2. PYRO/TWNY shall be a chartered TRA Prefecture.
- 3. PYRO/TWNY members are encouraged but not required to be NAR or TRA members unless responsible for on or off site launches.
- 4. PYRO/TWNY Officers must be NAR or TRA members.
- 5. All PYRO/TWNY activities shall be governed by the current NAR or TRA guidelines. Members who are not NAR or TRA members are also required to follow the NAR/TRA guidelines.

## X. Organization Money:

- 1. Use of the Organization monies shall be used to fund operations of the Organization only.
  - A. The treasurer shall collect all and additional funds posted to the Organization for record.
  - B. The treasurer shall give a detailed report of the current financial status of the Organization to the membership Quarterly, and or at an Organizational meeting or when asked by the Board Of Directors, Officers, or 3 members in good standing to produce information pertaining to the finances of the Organization.

Such a request must be made in writing and signed by the petitioner(s).

- C. All section moneys shall be kept by the treasurer.
  - D. All disbursements which are not "Routine Expenses" shall be paid at the direction of the membership by quorum vote.
  - E. Disbursements may not exceed the value of the Organizations cash assets (checking account).
  - F. The treasurer is not allowed nor required to finance personally any operation of the Organization.
  - G. The treasurer is not required to reimburse any said Organizational expenses paid by other members, Officers or BOD position holders without a receipt and meeting minutes approving the exact amount to be paid.
2. "Routine Expenses" which do not require membership approval for disbursement are:
- A. Website Administrative Fees
  - B. Section Charter Expenses
  - C. Emergency Equipment Repair/Replacement
  - D. Trailer Maintenance and Registration
3. Dues:
- A. The membership shall determine the set fee amount for dues annually. The Treasurer shall collect all dues.

## XI. Discipline:

- 1. A Petition Of Charges may be filed against anyone in the Organization.
- 2. A Petition Of Charges must be filed by the alleged victim and signed by two physically present witnesses to the incident within 10 days and no later than 30 days.
- 3. Said charges with a detailed deposition of the alleged incident must be sent to the Officers and a copy provided to the Board of Directors at which time a hearing will be scheduled by the BOD and Officers of the Organization will determine the severity and if the charges are punishable.
- 4. The accused shall be notified in writing, via US Mail with proof of delivery of the

action and shall have the privilege of being present at a meeting of the Officers and Board of Directors at which the charges will be considered. Said meeting IS NOT open to the membership, nor are the meeting minutes.

5. The Member, Officer, or BOD position holder being accused may be suspended or expelled or reinstated by the Board of Directors and Officers. The length of time for a suspension will be determined at the time of the hearing.
6. The accused has the right to face their accuser. In the event the accuser is not present at the hearing the charges will be automatically dropped.

## **XII. Amendments and Changes to the Bylaws:**

1. A proposed change to the Bylaws must be made in writing and posted on the website a minimum of thirty days prior to a quorum vote.
2. Proposed amendments of the Bylaws with exception to the Board Director positions and their stated responsibilities may be designed and approved by a quorum vote of the membership.
3. "Approved" amendments take effect immediately upon quorum vote, with exception to a specified date.

## **XIII. Organizational Launches:**

1. The Launch Director position must be filled a minimum of two weeks prior to the next launch date. If the position is not filled then the launch must be canceled and the webmaster notified no later than ten days before the launch.
2. Launch cancellations will be conspicuously posted on the Organization's website as soon as possible.
3. Launch Director must provide the BOD Chairman with a on-site mobile phone number no later than seven days before the launch.
4. All Launches must follow official NAR or TRA guidelines to the most current revision.
5. All TRA Research Dates must be run by a Launch Director who is a TRA Level 2 Certified member or higher.
6. All TRA Research Launch Dates will be run under TRA research Rules.

7. A sign must be conspicuously posted identifying to the fliers at a launch, if the launch is a Tripoli or NAR launch.
8. Any one BOD member or Officer may temporally suspend a launch found to be operating in a manor not in accordance with NAR or Tripoli regulations.
9. Any combination of 2 BOD members or 1 BOD member and 2 Officers can shut down a launch operating in a manor not in accordance with NAR or Tripoli regulations.
10. The current copy of PYRO/TWNY's Bylaws and Range Rules must be present at all Organizational launches either in print or electronic form.

#### **XIV. Equipment:**

1. Equipment purchased with Organization money or donated is owned by the Organization.
2. Commencing January 1<sup>st</sup>, 2012 all assets of the Organization shall be transferred into the name of the Organization and will no longer be privately held by the three named, founding BOD members. Said transfer does not in any way eliminate the positions or control of the five listed BOD members, but is to ensure the assets of PYRO/TWNY belong to the Organization.
3. All trailers are to be registered by John Tinelli. For legal transporting of said equipment and for insurance purposes. Said trailers maintenance and registration are to be considered routine expenses.
4. Lending, leasing, or renting of equipment is only to be done by a quorum vote of the membership and all requests must be made in writing. The requesting person or Organization then assumes all responsibilities for any damages incurred during use.
5. The Organizational trailers may not be hauled off site unless a vote by the membership to do so is published in meeting minutes or by approval of the BOD in the event of a sanctioned PYRO/TWNY outreach/publicity event or repair/maintenance.
6. Anyone hauling the Organizational trailers must be a member in good standing, and assumes all insurance for any lost equipment, liability, damage, or wear and tear of said trailers. Leaving the Organization and John Tinelli exempt from any

- said claim of liability or negligent damage.
7. It is the responsibility of the person towing the Organizational trailers to ensure suitability and their vehicle can safely and legally do so. PYRO/TWNY will not be held responsible for any damages to the tow vehicle and/or for equipment required to "hook up".
  8. Anyone hauling the Organizational trailers off-site must notify John Tinelli prior to doing so. (To possibly fax a copy of the registration in advance).
  9. Keys for all equipment shall be considered inventory and remain the property of PYRO/TWNY regardless of origin. Failure to surrender keys in accordance with the Bylaws may result in a charge of misconduct and the accused being held financially responsible for new locks, re-keying, and or locksmith expenses. By holding keys to PYRO/TWNY assets, you acknowledge agreement with this policy.
  10. All Organizational equipment must be stored on-site at Torry Farms of Potter.
  11. Only the Officers, and BOD members shall have keys to the equipment, unless otherwise specified by an Officer or a BOD member.
  12. A Launch Director who is not one of the members listed in section 'XI' will be given a key for the duration of the launch they are in control of.

## XV. **General Guidelines:**

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.
2. Voting shall take place with a proper quorum vote in all cases.
3. A quorum for membership meetings shall consist of a minimum of five persons; one Board of Director, two Officers, and two Members in good standing.
4. Elected positions of the Organization are to serve a one calendar year term.
5. Elections shall be held in person before December 31st of each year, to elect positions for the following calendar year.
6. An absentee vote may be cast in writing via mail or email, or on the phone to a

conference call where all parties present can hear the vote cast and shall be noted as such in the minutes.

7. If an elected position becomes vacant prior to an election, the BOD may appoint a temporary Officer until such elections may be held.
8. A member must be nominated for an elected position, and the nominated member must accept the nomination before a vote may occur. Any member can nominate another member for an elected position weather it be for a special election or a normal election. Any nomination, acceptance, and vote must be recorded in the meeting minutes. It is the nominee's responsibility to determine their own suitability for a position.
9. Wherein multiple members are nominated for a position, a vote will occur to determine the winner. Tie breakers will be determined via a flip of a coin unless one nominee decides to withdraw his or her acceptance for nomination.
10. Any member wishing to run for an Officers position must be a member in good standing of the NAR, or Tripoli, and is required to be that of at least 18 years of age.
11. Anyone wishing to run for an Officers position must also be a member in good standing within the PYRO Organization for a mini10um of one year prior to taking office.

