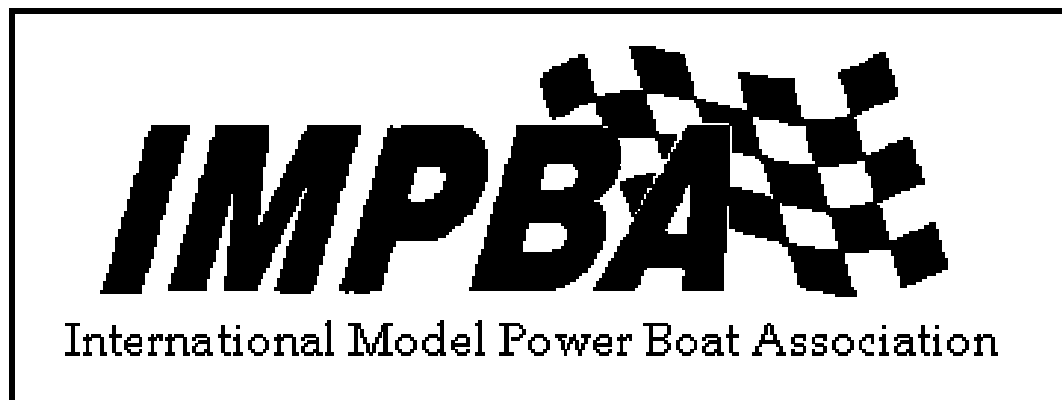


IMPBA OFFICIAL RULE BOOK



“C”
By-Laws

IMPBA BY-LAW

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IMPBA 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 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 list of its members, (minimum (5) five **IMPBA** voting members), their addresses, and a completed Club Registration and Insurance Application form. 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 in order to be contained in the succeeding years club listing.
- C. The club's registration charge is \$25.00 per year.

CHAPTER II MEMBERSHIP DUES

- A. Dues are payable by January 1 of each year.
- B. Dues will be \$45.00 per year for renewing senior membership prior to 1 January. (See Membership Application in Section M). New/Renewing members after 1 Jan \$50.00 per year.
- C. 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 \$20.00 each. First family member is designated as primary member.
- D. Junior Rates: \$20.00 per year for persons 18 and under who does not have the opportunity to join under the family rate plan.
- E. Club dues or registration charge is \$25.00 per year as specified in Chapter 1, Paragraph C.
- F. The above dues include **IMPBA** Commercial General Liability and Property Damage Insurance, plus medical and accidental death coverage of members as a result of an accident while at a race, during practice, at any club function or open water at **IMPBA** sanctioned ponds. Members must follow **IMPBA** safety guidelines.
- G. Members of the Executive Board shall not pay dues while in office.
- H. Paid members of other boating organizations may pay \$10.00 for a one-time membership, allowing running in **that event only**. The application and payment must be mailed to the **IMPBA** office by the host club the **first** working day after accepted.

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 or revoke sanctions at a contest for violations of safety violations and may reinstate it when the situation is rectified, within their district.
- E. They shall submit a complete report in writing to the President on all such threatened or actual action taken at a contest.
- 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. Any Assistant Director so appointed shall have the same powers as the District Director.
- I. 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 signs their application when all requirements are met and then forwards it to the Executive Office.
- J. 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.
- K. District Directors should attend all board meetings each year whenever possible.

SECTION 4 EXECUTIVE SECRETARY

A. Position Purpose

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

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.

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 in the Club Roster in the March issue of the **IMPBA** Roostertail. Applications received after Feb 1st to be published in the next Quarterly report.
3. Process all race sanction requests and fliers approved by the District Director. Organize for inclusion in the next **IMPBA** Roostertail and have insurance certificates issued to the club.
4. Plan & coordinate the **IMPBA** Board meeting logistics Data received prior to 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 Quarterly report (Roostertail) and provide this info to the membership in the most cost effective manner in accordance with rulebook deadlines. Publications to mail by the 10th day of the 3rd, 6th, 9th and 12th month at the lowest possible expense.
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**. All members possess required documents & info.
10. Be accessible by phone, e-mail, fax, 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 inclusion in the Quarterly report. Concise accurate records of **IMPBA** Board meetings.

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 the ever-developing 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 Incumbent is authorized to sign **IMPBA** checks, and forward them to either the **IMPBA** Treasurer or the **IMPBA** President.
- 2 Incumbent 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, and Past Presidents after January 1, 1974, 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. 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 poll the Directors and let the Treasurer 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 provide 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 either the out going past president or by executive board appointment. The term of office will be for four years. Voting rights shall be as described in the Constitution, Article V (Officers & Executive Board), Sections 1,2 and 3.

SECTION 8 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 one of the previously elected District Directors.