

# CONSTITUTION and BYLAWS of the Model Shipwrights of Niagara

## ARTICLE I - Who Are We

The Model Shipwrights of Niagara (aka MSON) is a scale model ship building club for like-minded people of all skill levels. The club is located in Niagara-on-the-Lake (aka NOTL), Ontario Canada, but our membership is global.

MSON is Chapter Club No. 11 of the Nautical Research Guild (aka NRG). We are the first international chapter club of the NRG organization.

## ARTICLE II - What Do We Do

MSON strives to promote model ship building, within and outside the club, to educate and support members, to inform the public and publicize model ship building and related maritime history. We meet regularly to present progress on our projects, and to seek help and learn new skills demonstrated by other members. While our emphasis is on display models, including kits and scratch built, members also have interests in building with paper, wood, plastic, 3D modeling, and in media such as artwork and photography of subjects associated with the maritime world.

MSON also has members interested in Pond and R/C Models who may organize activities on the recreational section of the Welland Canal, or other suitable locations, during the warmer months of the year.

## ARTICLE III - How Are We Structured

### SECTION 1 - ORGANIZATION

- 1.1 MSON consists of its dues paying members.
- 1.2 Officers forming the Executive of the club are elected from within the membership of MSON.
- 1.3 Terms of office shall be for two years and officers may serve any number of successive terms. Officers may also be elected to more than one office in a term (e.g. Chair and Webmaster, or Webmaster and Editor).
- 1.4 A call for nominees for positions of Officers will be made at the first meeting of the calendar year, normally January. Nominees will be announced at the second meeting of the calendar year, normally February. Voting shall be conducted electronically via email between the second and third meeting of the calendar year. The results of the vote will be announced at the third meeting of the calendar year, normally March. The term of office shall commence at the end of that meeting.



# CONSTITUTION and BYLAWS of the Model Shipwrights of Niagara

**1.5 Officers leaving their elected office prematurely** will be replaced by appointment made by the Chair from within the membership. The appointed replacement shall hold this office until the next election.

## SECTION 2 - MEMBERSHIP

**2.1 Membership shall be open to all** who share an interest in the purpose and activities of MSON without discrimination.

**2.2 Members are those paying annual dues** whether they are considered "local" or "distant". Local members are those residing close enough to be able to attend meetings in person (Face-to-Face aka F2F). They may opt to attend virtually. Distant members are those who live too far from the meeting location to attend meetings F2F and so must attend virtually via platforms such as ZOOM. The distinction is geographical and has no affect on membership rights or privileges.

**2.3 Life Members** are those members who have made special contributions to model ship building or MSON. Life membership shall be awarded by vote of the membership after nomination approval by the Officers of MSON. Life members shall have all rights and privileges of membership and be exempt from paying annual dues.

**2.4 Rights and privileges of membership** include, but are not limited to, voting, attending all meetings, making presentations at meetings, having access to recordings of meetings, holding office in the club, and being eligible for gifted items offered to club members - such as kits, plans, tools, and books - be they free or offered for sale.

**2.5 Conduct:** Members shall conduct themselves at all times in a respectful manner.

**2.6 Guests** may be invited to make presentations to the club. **Visiting Guests** who attend two meetings without paying dues will be asked to become members thereafter.

## SECTION 3 - OFFICERS AND DUTIES

**3.1 The Officers of the Executive** of MSON, and their duties are:

**CHAIR:** *(Elected)*

1. General supervision over the affairs of MSON.
2. Preside at all meetings.
3. Conduct the correspondence of MSON unless otherwise delegated.
4. Plan meeting agendas and schedule meeting presentations unless otherwise delegated.

**PAST CHAIR:** *(from the previous term)*

1. Help the new Chair and Officers adapt to their elected office.
2. Assume the duties of the Chair in their absence.



# CONSTITUTION and BYLAWS of the

---

## Model Shipwrights of Niagara

**TREASURER:** *(Elected)*

1. Maintain the List of Members
2. Notify members when dues are required to be paid and methods of payment.
3. Receive MSON paid dues.
4. Be responsible for prompt payment of valid MSON expenses.
5. Keep records of the financial affairs of MSON.
6. Report a financial statement to MSON at monthly meetings.
7. To provide a written/digital report to all paid members if requested.
8. In conjunction with the Executive, prepare and present a budget in September for the new season.
9. Other duties as assigned and accepted.

**EDITOR:** *(Elected)*

1. Create, assemble and publish **The LOG** monthly newsletter of the MSON, including acting as photographer.
2. Publish means to provide complimentary PDF copies to individuals such as the NRG Charter Club Representative/Director and a copy to the Webmaster to post on the website for access by the membership.
3. Other duties as assigned and accepted.

**WEBMASTER:** *(Elected)*

1. Create, assemble, maintain, and update the pages of the MSON website.
2. Notify the NRG of any necessary updates to the Charter Club Site on the NRG website.
3. Other duties as assigned and accepted.

**I.T. MASTER:** *(Elected)*

1. Maintain, set-up/assemble and operate all computer based systems and associated components, such as lighting, image projecting, etc., at the monthly MSON meetings, to ensure smoothly operating and successful meetings.
2. Other duties as assigned and accepted.

**SPECIAL EVENTS** will be organized by **Special Event Captains** appointed by the Chair, such as:

**SAIL CAPTAIN:** Schedule, organize and publicize **sail day events** during the warmer months for MSON members with **Pond Models**.



# CONSTITUTION and BYLAWS of the Model Shipwrights of Niagara

## SECTION 4 - MEETINGS

**4.1 Regular meetings** will be held once a month through the meeting season from September to June. The club is normally on hiatus in July and August.

**4.2 Regular meetings shall be Hybrid**, meeting both in person (F2F) at an agreed location, and virtually over the internet via ZOOM or a similar program. If a hybrid meeting is not possible to arrange for any month, a virtual only meeting shall first be considered before deciding to cancel that meeting.

## SECTION 5 - MEMBERSHIP DUES

**5.1 Annual dues are the primary source of income for MSON** and are determined by consideration of projected expenses. Special projects may require additional income which will be solicited separately if not included in the projected budget or cannot be paid from outstanding funds collected by annual dues.

**5.2 Membership dues are collected annually** and become due on the first meeting of each season, normally in September, and must be paid before the 1st of December of that year.

**5.3 Members in arrear of payment of dues** will lose their privilege to vote on the 1<sup>st</sup> of November, and membership will be revoked on the 2<sup>nd</sup> of December of that year.

**5.4 New members joining in the months of February, March, April and May**, may be offered a reduced membership rate of 50% the normal dues. **Those paying in June** will be considered to have paid for the new season (September to June after the summer hiatus).

**5.5 Paid dues are not refundable.**

**5.6 No member shall commit MSON funds before gaining authority to do so** from the Treasurer plus a majority of the other Officers of the Executive.

**5.7 Members wishing to engage in fund-raising on behalf of MSON** shall first present a proposal to the Executive and members, and gain a majority vote of members attending a regular meeting at which the proposal is discussed.

## SECTION 6 - AMENDMENTS TO THESE CONSTITUTION AND BYLAWS

**6.1 The Constitution and Bylaws may be amended** by a vote of 2/3<sup>rds</sup> of the members present at a regular meeting, provided that a quorum, consisting of 25% of club members plus the Executive, is present.



# CONSTITUTION and BYLAWS of the Model Shipwrights of Niagara

**6.2 Notice of Proposed Amendments** shall be submitted to the Executive who shall then provide the Notice to all members in writing at least 10 days prior to the next meeting.

**6.3 Voting by Proxy** is permitted. The opportunity to do so will be provided at the time of circulating the Notice of Proposed Amendments.

## RECORD OF AMENDMENTS

<i>Amendment No.</i>	<i>Article/Section</i>	<i>Details</i>	<i>Date Adopted</i>
0	All	Constitution and Bylaws document adopted by MSON membership	14 April 2024

