

National Association of Rocketry Section Affiliate #308

By-Laws Adopted 1 February 1991

Article 1: Name

The name of this organization shall be the Dallas Area Rocket Society, and shall be maintained as an officially chartered section of the National Association of Rocketry (NAR).

Article 2: Purposes

It shall be the purpose of this organization to:

1. Promote the aims and goals of the NAR in the Dallas area;
2. Operate and maintain a model rocket range in accordance with the NAR standards and regulations;
3. Hold meetings for the purpose of aiding and encouraging all those interested in model rocketry; and
4. Engage in scientific, educational, or other related activities, as the NAR may deem necessary or that the section may find desirable.

Article 3: Policies and Procedures

This section shall maintain a written set of Policies and Procedures which shall address all club activities.

Article 4: Membership

Membership shall consist of:

1. Members in good standing of the NAR who reside within a fifty (50) mile radius of the Dallas/Fort Worth Metroplex; and,
2. Others (who shall be known as Associate Members) who wish to be affiliated with the organization.

Article 5: Finances

Section finances and financial records shall be maintained in accordance with the current policies and procedures.

Article 6: Meetings

Meetings of this section shall be held at least once a month at times and places designated by the President. A voting quorum shall consist of members present at any meeting of the section. Operation of the model rocket range shall not constitute an official meeting. The President shall conduct planning sessions at least twice per year, votes cannot be taken at these sessions.

Article 7: Officers

The officers of this section shall consist of the President, vice-president, Secretary, Treasurer and Section Advisor. All officers shall be members in good standing of both the section and the NAR. The Advisor must be a senior member of the NAR. The President must be a senior or leader member of the NAR.

Article 8: Duties of the Officers

The duties of the officers of this section shall be as follows:

President: To call and preside over meetings, organize events, and to see that order is kept at section activities. The President will ensure that the range equipment is maintained in good working condition. The President may assign other duties to officers and members.

Vice-President: To assist the President, or to take over in his absence.

Secretary: To take the minutes of the meetings and to conduct correspondence and to preside at meetings in the absence of the President and vice-president.

Treasurer: To maintain section funds and finances, and to control disbursements and receipts.

Advisor: To advise section officers and to act as liaison between the section and the NAR, and to perform duties as directed by the NAR.

Article 9: Elections

Election of officers shall be conducted at the first meeting of the new calendar year. All officers shall serve a term of one (1) year. Nominations shall be made from the floor, and the nominee having the largest number of votes being elected. Vacancies shall be filled by nomination and election of an eligible section member to serve the unexpired term of office, and shall take place at the meeting at which the vacancy is announced. Removal of officers shall be done in accordance with the current Policies and Procedures.

Article 10: Committees

Any committees shall be established in accordance with the current Policies and Procedures.

Article 11: Amendments

These by-laws may be amended only by a two-thirds vote of those members present at an official section meeting, provided that written notice of the pending change is received by the membership at least fourteen (14) days in advance of such a meeting. No by-law amendment shall be in force until approved by the NAR Headquarters.

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Policies and Procedures

Section 1: Purpose *Adopted 1 February 1991*

The purpose of the policies and procedures shall be to structure the ongoing operation of the Dallas Area Rocket Society (DARS). In any case that these Policies and Procedures conflict with the by-laws, the by-laws shall take precedence.

Section 2: Amendments *Adopted 1 February 1991*

These policies and procedures may be amended only by a two-thirds majority vote of those members present at an official section meeting, provided that written notice of the pending change is received by the membership at least fourteen (14) days in advance of such a meeting.

Section 3: Finances *Adopted 1 February 1991*

Dues shall be paid annually, \$10.00 for individual members of \$15.00 per family living together. Renewals become due during the anniversary month of each membership. All moneys shall be kept in a general fund by the Treasurer. Funds necessary to operate the range store shall be allowed to be kept with the range store. The Treasurer shall use forms of at least two (2) parts for incoming moneys, one part to be kept in the treasury files. These files will be reviewed regularly by the Secretary. A financial report shall be given at the monthly section meeting. Withdrawal from the general fund may be made on order of the President to a maximum of \$50.00. Special withdrawal of funds can be made by a majority vote at any meeting of the section. Special assessments to/from the membership may also be made by majority vote at any meeting of the section.

Section 4: Meeting Scheduling *Adopted 1 February 1991*

The President shall review meeting dates and times at least twice per year. The purpose of this review shall be to suggest changes to optimize meeting dates and times to benefit the majority of the membership.

Section 5: Removal of Officers *Adopted 1 February 1991*

Any officer may be removed by the President for incompetence, negligence, or illegal acts. There are three steps to this disciplinary process that the President must follow. If the President is the officer to be disciplined, the vice-president shall initiate the actions. First a verbal warning is given. In the event that this warning fails to correct the problem, a written notice shall be delivered in person or by registered mail. As a last resort, an impeachment vote may be taken at any regular meeting of the section, a vote of two-thirds majority is required to remove the officer.

Section 6: Committees *Adopted 1 February 1991*

The President may appoint committees. A majority of the membership at any official section meeting may appoint or disband committees. Regular reports from each committee shall be presented at section meetings. The President shall be member of all committees.

Section 7: Launch Operations Safety Policy *Adopted 1 February 1991*

Safety Codes: It is the responsibility of each member of DARS to ensure that all of their rocketry activities conform to the appropriate safety codes. Conformance will include rocket construction materials and techniques as well as safe operation. This responsibility of the individual is absolute: as in all FAA activities the "pilot in command" has the ultimate responsibility for safe operations. For Model Rocket activities the appropriate rules are the NAR Model Rocketry Safety Code. For High Power Rocketry the rules are both the NAR and Tripoli High Power Rocketry Safety codes, with the NAR code taking precedence.

Safety Instruction: It is the duty of the Section Advisor to provide DARS members access to and instruction on these safety codes. Members may obtain copies of these codes through any of the DARS officers.

Launch Coordinator: The Vice-president has the duty to act as the section Launch Coordinator unless an alternate person has been appointed by the President.

The Launch Coordinator has these responsibilities:

To ensure that the site and facilities used by the section for rocketry activities conforms to the applicable safety codes; to obtain the clearances, waivers and permits required to operate a launch legally under FAA and local regulations; and to appoint the Range Safety Officer (RSO) for each section launch.

Range Safety Officer Decisions: At DARS launch activities the decisions of the Range Safety Officer in matters of safety and operations is final. If a member (or guest) refuses to abide by the applicable safety codes, the RSO has the authority to bar that person from further launch participation at the activity. Any such decision can be appealed, after the launch, to the DARS officers at the next section meeting as New Business. The RSO may be replaced at a given launch by the consensus of the DARS officers present, but any rulings made to that point may not be reversed until after that launch.

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Section 8: Voting and Elections Procedures *Adopted 4 November 1994*

Most votes taken from the membership may be conducted by a show of hands, with the President taking and announcing the count.

Elections under Article 9 of the DARS By-laws may normally be conducted in the fashion above; as a show of hands for each candidate by position.

In sensitive issues, a candidate for election or a minority quorum of members may request that ballots be cast in secret. A minority quorum consists of at least one third of the members present and eligible to vote on the issue at hand. Votes cast in secret should be counted and recorded with the total number of votes verified by the President. Ballots for secret vote may be 3x5 cards or pieces of paper identified with a sequence and date. Ballots cast and counted should not be retained after the count is verified.

The President may appoint an election committee of at least two impartial members to conduct a vote by secret ballot.