

REQUIREMENTS AND GUIDANCE FOR A FULLY CONSTITUTED IPMS CANADA CHAPTER

These Requirements and Guidance notes are for use by Local Chapters of IPMS Canada. The first section is mandatory; failure to follow these guidelines may result in the non-compliant Chapter losing its IPMS Canada status and any associated benefits. The second section should be observed by Chapters for the smooth running of the Society. The final section may be considered and adopted where appropriate, for the smooth running of the Chapter.

Section One – Mandatory Requirements

1.1 There must be a minimum of five (5) currently paid up regular members of IPMS Canada either to continue to operate, or to apply to form, an IPMS Canada Local Chapter, subject to guidelines below.

1.2 Applications for the formation of an IPMS Canada Local Chapter will be sent to the IPMS Canada National Executive Committee's Chapter and Member Liaison Officer, and should contain:

- a) The name and contact details of the individual who is to be designated as Chapter President; and an alternate Chapter contact person. These individuals must be current, regular members of IPMS Canada.

- b) A signed copy of the current Acknowledgement form section of these Requirements and Guidance (see below), confirming that the Chapter will adopt this document and adhere the rules contained within.

- c) The application shall also specifically confirm that IPMS Canada will not bear any legal or financial responsibility for the actions of the Chapter as set out in the document below.

1.3 The IPMS Canada Executive Committee may, in furtherance of the objects of the Society, approve the formation of Chapters as and when they consider a need exists. The IPMS Canada Executive Committee shall not unreasonably refuse approval.

1.4 When the IPMS Canada Executive Committee approves the formation of a Chapter, then that Chapter may, if it wishes, incorporate the words "IPMS" or "IPMS Canada" in its title.

1.5 A copy of this document will be issued to every Chapter President, with a

request to return the signed and dated Acknowledgement form to the IPMS Canada Chapter and Member Liaison Officer:

- a) On the formation of a new Chapter.
- b) Whenever these rules are amended.
- c) Upon the appointment of a new Chapter and Member Liaison Officer.
- d) Whenever the IPMS Canada Executive Committee deems it appropriate.

1.6 Should the number of current regular members of IPMS Canada fall below 5 in any Chapter, the Chapter president must inform the IPMS Canada Chapter Liaison Officer. The Chapter will then be allowed to continue for a further twelve (12) months. If by that time the Chapter President has not given notice that the number of members has risen to a minimum of five (5) regular IPMS Canada Members, then the IPMS Canada Chapter Liaison Officer will remove official IPMS Canada Chapter status. In this event, the Chapter must no longer use the title of "IPMS" or "IPMS Canada" in its designation and will lose any benefits associated with official Chapter status. Note: IPMS Canada members who are members of the Armed Forces can be counted among the five (5) even while they may be on deployment or temporary duty at another location.

1.7 Membership in a Chapter does not confer on any member of that Chapter any of the benefits of membership of IPMS Canada. In particular, it does not entitle anyone who is a member of a Chapter but not of IPMS Canada to enter contests, conventions, or other events which require national IPMS membership.

1.8 Any fully paid up member of IPMS Canada shall be permitted to attend any Chapter meeting wherever situated. Similarly any member of a foreign IPMS Branch visiting, but not resident in Canada shall enjoy the same right.

1.9 All Chapter presidents are required to submit Chapter status information annually. This is to be forwarded to the IPMS Canada Chapter Liaison Officer by the 1st of December. Any Chapter not making such a return shall have its status reviewed by the Executive Committee and may be deemed to have terminated its status as a Chapter of IPMS Canada. It shall then lose the right to use the designation "IPMS" or "IPMS Canada" in its title or otherwise, and lose any benefits associated with Chapter status.

The Chapter status information report must include the following:

- b) The name and address of the current Chapter President, and an alternate contact person, as well as their email addresses.
- c) The total number of Chapter members.

- d) The dates, times and venue, of Chapter meetings.
- e) Activities planned for the coming year (if known) e.g. Model Shows.
- f) Any other information requested by the IPMS Canada Chapter Liaison Officer at the instigation of the Executive Committee.

1.10 In the case of persistent non-response to Executive Committee enquiries, the Executive committee reserves the right to request the nominated alternate contact person intervene. In the case of continued silence, the IPMS Canada Chapter Liaison Officer reserves the right, following consultation with the Executive Committee, to disestablish the Chapter.

Section Two – Society Administration

2.1 Every Chapter shall submit an electronic copy of its Newsletter/Magazine (if any), via the IPMS Canada Chapter and Member Liaison Officer, to the IPMS Canada Magazine Editor who may publish any item in said newsletter in the Society's main magazine, **RT**, or its newsletter, *beave**RT**ales*. The author and Chapter of any such article that is published will be fully credited.

2.2 The IPMS Canada Chapter and Member Liaison Officer, on behalf of the Executive Committee, must be notified of all external activities (e.g. Exhibitions; Displays; Competitions; Chapter Open House Days etc) that publicly involve the Society's name. The reporting party shall provide the dates, times and venues, (and if applicable the names of the sponsors). This information will provide a regular information source for the Society's events listing published in the magazine, newsletter, and on the IPMS Canada website.

2.3 In the event of a formal complaint being raised against a Chapter, the IPMS Canada Chapter and Member Liaison Officer shall investigate the matter and make a report to the Executive Committee. Should the National Executive Committee determine the complaint be justified and proven to their satisfaction, then the IPMS Canada Executive Committee shall have the right to withdraw official Chapter status and remove permission to use the title "IPMS" or "IPMS Canada" from the offending Chapter. This will also result in the loss of any benefits associated with official Chapter status.

Section Three – Suggested Chapter Administration

3.1 The members of a Chapter may allow non-IPMS Canada members to attend their Chapter meetings and participate in its activities. However, these persons should be encouraged to join IPMS Canada to enjoy full benefits of membership.

3.2 A Chapter's executive should ideally be chosen periodically to look after the administration and day-to-day running of the Chapter. The executive positions and method of selecting them are to be determined by the Chapter's members.

3.3 The chapter shall run its meetings and affairs as determined by its own members, so long as it does not contravene the principles set forth in this document.

Acknowledgement

(Please sign, and return this page by mail or email.)

The Chapter will uphold the aims and ideals of the International Plastic Modellers Society of Canada in promoting the hobby of plastic modelling.

The Chapter will, in all its meetings and affairs, conduct itself in such a manner as to ensure that no discredit is brought upon IPMS, either locally, nationally, or internationally.

No person shall be prevented from becoming a Chapter member because of age, gender, race, religion, national origin, or disability.

Non-member visitors will be made welcome at any open Chapter meeting.

I, _____ president of
_____ Chapter

confirm that I have read and retained for reference the

Requirements and Guidance for a Fully Constituted IPMS Canada Chapter,
and confirm that the Chapter will adopt this document and adhere the rules
contained within.

Signed _____ Date _____