

BYLAWS OF THE METROPOLITAN ROCKETRY ASSOCIATION

Article 1 Name

The name of this organization shall be the **Metropolitan Rocketry Association, Inc.** (also known as METRA, or Tripoli North Jersey – Prefecture # 094) hereinafter “The Association”.

Definitions:

“**The Association**” – means the name by which the organization of Metropolitan Rocketry Association will be referred to within the Bylaws.

“**Executive Board**” – means the governing body of The Association. The Executive board will be comprised of the Prefect, President, Vice President, Secretary, Treasurer, and the five (5) members of the Board of Directors (BOD).

“**Association Quorum**” – means the lesser of 50% of The Association membership or 9 members shall constitute an Association quorum.

“**Executive Board Quorum**” – means the greater of 2/3 of the Executive Board or 7 Executive Board members will constitute an Executive Board quorum.

“**Member**” – means a person who has paid annual dues to The Association and is in good standing.

“**Voting Member**” – any Senior Member in good standing.

Article 2 Purpose

2.1 The Association shall have as its purpose the safe promotion and development of hobby and research rocketry. The Association shall be maintained as a chartered Prefecture of Tripoli Rocketry Association.

Article 3 Membership

3.1 **Membership Classes:** The Association membership shall be in three (3) classes: Senior, Junior and Family.

3.2 **Membership Dues:** Membership dues shall be established at a regularly scheduled business meeting by majority vote of the Executive Board, provided a quorum is achieved. Membership dues shall be paid to the Association on a periodic basis (such as annually) and shall be kept in safekeeping by the Treasurer of the Association in a bank account in the Association's name.

3.3 **Discipline:** Association Membership shall not be denied for any reason, other than non-payment of membership dues, commission of a felony or deliberate violations of the Rocketry Safety Code. Members accused of a felony or violations of the Rocketry Safety Code shall have a right to review the allegations against them, at a scheduled business meeting and may provide evidence in their own defense. Any expulsion shall be made only after the accused Association Member has been heard, and only then by a majority vote of the Executive Board, provided a quorum is achieved.

3.4 **Lifetime Members:** Lifetime Members enjoy the benefits of Voting Member status with the option to pay annual dues. Lifetime Members are Voting Members of the Association for as long as the Member and the Association exist. Should the Association cease to exist for any reason, there will be no obligation of any kind to Lifetime Members. Lifetime members must maintain an active membership by filling out the club application documentation each year. Lifetime Membership and any of its benefits may not be transferred or assigned in any way, shape or form.

To become a Lifetime Member, a Voting Member must be nominated by another Voting Member for this honor. Then a unanimous vote of the Executive Board is required to approve the nomination. The current list of Lifetime Members shall be maintained and updated regularly as an Appendix to this Bylaws document.

Article 4 Meetings

4.1 **Association Meeting:** the Association shall hold Association meetings, open to all Members, at a time and place made known to all Association Members. The Executive Board will make available, at least one week prior to the meeting, information pertaining to the time and location of the Association meeting. Minutes of the Association Meeting shall be published via widely available means, such as the club web site. If a club member requests a physical copy of the minutes, the Executive Board will make best effort to support the request.

4.2 **Business Meeting:** Members of the Executive Board are required to attend Association Business meetings. In lieu of a "face to face" Business meeting, Association

business may be conducted via telephone or other conference services. Minutes of the Business Meeting shall be published via widely available means, such as the club web site. If a club member does not have access to a computer and requests a physical copy of the minutes, the Executive Board will make best effort to support the request.

Article 5 Executive Board

5.1 **Purpose:** All Officers and members of the Board of Directors serve at the will of, and for the benefit of, the Association and its Membership.

5.2 **Executive Board:** the principle Officers and the Board of Directors of the Association shall form the Executive Board. The Executive Board shall consist of the Prefect, President, Vice President, Secretary, Treasurer and BOD. All Executive Board members must be Association Voting Members, and current members of the Tripoli Rocketry Association.

5.3 **Term of Office:** All Executive Board members shall take office at the first regularly scheduled Association meeting, of the year in which elections are held, and serve a term of two (2) years. The term shall begin immediately after the election. In the case of a special election to complete an unexpired term, the term of office shall be until the next regularly scheduled election. Only Voting Members may participate.

5.3.1 **Nomination of Executive Board members** shall take place beginning the 1st day of November and ending the 1st day of December. All nominees for office must be Voting Members of the Association. Any Association Voting Member may nominate any other. Election of the Executive Board shall take place by mail-in ballot or in person. Only Voting Members may participate in the election process. Ballots will be distributed, and the results will be tabulated by the Secretary. The membership shall be informed of election results as soon as practical following the election, but in no case later than January 31. All elected Executive Board members may run for the same office, or a different position.

5.3.2 **Special Elections** If an Executive Board member does not complete his (her) term of office, a Special Election will be held to refill the vacated office. First, a Voting Member of the Association must be nominated by any Voting Member of the Association. The nomination must be "Seconded" by another Voting Member and made public to the Members of the Association at least 7 days prior to the Election. Election of the Nominee requires a 2/3 majority or 7 members of the EB, whichever is greater.

5.4 Executive Board Positions

5.4.1 **Prefect** – All official, TRA materials and correspondence relating to the Association shall reside with the Prefect. The Prefect shall establish and enforce the Association's range set up, safety and range operational procedures. The Prefect shall also oversee all certification requirements and tests as required by Tripoli Rocketry Association Rocketry Safety code. The Prefect is responsible for filing FAA waivers and maintaining an open and positive dialog with the FAA, in addition to managing Field Operational requirements established by the FAA for any given launch. An example would be telephoning local airports in advance of high altitude flights, if required. For meeting Field Operational requirements, the Prefect must temporarily delegate his (her) duties should he (she) be absent at a launch.

5.4.2 **President** – The President shall preside at all Association meetings and shall represent the Association at all official functions and in all official interactions with other organizations, and shall be an ex-officio member of all committees. The President may temporarily delegate his (her) duties to other officers or members of the Association, as needed. Such delegation shall be approved by an Executive Board Quorum.

5.4.3 **Vice-President** - The duties of the Vice-President shall be to carry out all duties ascribed to the President, in the case of the absence or illness of the President, or if the President can no longer carry out said responsibilities. Also, the Vice President shall volunteer his (her) time freely to participate in committees and programs for the development of the Association.

5.4.4 **Secretary** - The duties of the Secretary shall include the keeping of minutes regarding the proceedings of the Association. The Secretary shall make these minutes available for distribution to the Association Membership by means of E-mail and the Association Website. It shall further be the duty of the Secretary to maintain an accurate and detailed list of the Membership and Executive Board. Only the first names, last names and TRA Membership Numbers of individuals on such list shall be made available to interested Voting Members of the Association upon written request. Such requests shall be presented to the Executive Board by the Secretary for approval. Privacy of the Association Membership shall be preserved meaning that no other information from the list shall be given out. Those members wishing to not have their names, or TRA Numbers made public shall notify the Secretary. This relates to printed lists, as well as names included in email or web pages.

5.4.5 **Treasurer** - It shall be the duty of the Treasurer to maintain detailed and accurate records regarding the financial transactions of the Association. The Treasurer shall manage the official safekeeping repository (bank account) of all club funds, including, but not limited to, dues money, on-field contributions, entry fees, etc. The Treasurer shall disburse club funds for any activities or projects voted upon by

the Executive Board. The Treasurer shall make records available for inspection by any Association Voting Member, upon written or email request.

Every six months, the Treasurer shall prepare a Financial Statement of the Association and deliver it to the Executive Board for review during a Business Meeting. All Financial Statements should be kept on file for a minimum of three years by the Secretary. The Financial Statement should include summary accounting about the categories of revenue and expense. Detailed transactions and receipts for expenses must be maintained to support the report but need not be presented unless requested:

5.4.6 Board of Directors (BOD) – The Board of Directors shall participate as members of the Executive Board in managing the affairs of the Association. The members of the Board of Directors shall attend all Business Meetings of the Association. Also, they shall volunteer their time freely to participate in committees and programs for the development of the Association.

Article 6 Committees

6.1 Term of Office: All committee chairpersons shall be nominated by the President, approved by the full Executive Board by a simple majority vote, and serve for the term of the committee's purpose or one year, whichever is shorter. The term commences on the date of nomination to the position.

6.2 Committees

6.2.1 Equipment Committee: Shall create and maintain all material necessary to support the range operations of the Association. This committee has both short-term and long-term responsibilities. Its short-term objective is to ensure the availability of equipment every month for launches. Its long-term objective is to develop and maintain an ongoing equipment upgrade and replacement program to promote the success of the Association.

6.2.2 Events Committee: shall suggest and coordinate the scheduling of the Associations competition, recreational and educational launch activities

6.2.3 Publications Committee: shall prepare and distribute at regular intervals an Association Newsletter

6.2.4 Special Committees: may be established to further the purpose of the Association

Article 7 Launches

7.1 Association rocketry launches shall be held on a monthly basis, weather permitting. The dates and times for all launches shall be made known to the Association membership via email and the Association Website. Persons desiring to fly at these launches must be members of the Association. For each launch day, a fee will be collected. The fee will be used to offset Association costs such as launch equipment, facilities, insurance and contributions to the landowner. Launches will be under the ultimate authority of the Prefect, Range Safety Officer (RSO), and the Launch Control Officer (LCO). Safety at a launch should be everyone's shared responsibility and top priority. Launches shall be conducted in accordance with all applicable Tripoli Rocketry Association Research Safety Codes and in accordance with all applicable local, state, and federal regulations. A copy of Range Rules must be available at launches to detail all launch requirements.

Article 8 Revision of Bylaws

8.1 Bylaws shall be revised by means of the following process: **i)** the proposed change shall be formulated in writing or email and submitted to the Executive Board for review and approval. **ii)** The Executive Board shall distribute the approved proposed change(s), via appropriate means, to the Association Membership within 7 days of approval. **iii)** A 30-day comment period will commence upon distribution of the proposal. All comments shall be directed to the Executive Board. **iv)** At the end of the 30-day comment period, the Executive Board shall review and discuss the comments received. **v)** No earlier than 30 days, but no later than 45 days following the submission of the proposed change, the Executive Board shall vote on the proposal. A 2/3 majority, of the entire Executive Board shall be required in order to pass the proposal. **vi)** Should the proposal pass, it shall be incorporated immediately into the Bylaws. **vii)** The revised Bylaws shall be published and distributed to the Association Membership within 30 days of the vote. **viii)** Whether the proposal shall pass or fail, the submitter shall be notified of the decision of the Executive Board within 14 days of the vote.