

BY-LAWS

ROCKETRY ORGANIZATION OF NORTHERN NEVADA

Article 1: Name

This chartered section of the National Association of Rocketry shall be named the "Rocketry Organization of Northern Nevada" being referred to as "ROCKONN". The official location of the Section shall be referred to as "Carson Valley, Nevada" or "Northern Nevada".

Article 2: Purpose

The official purpose of this section is to provide safe and legitimate launch ranges, safety education, competition opportunities, and a forum for sharing experiences, knowledge, and ideas for rocketry enthusiasts living in, or near Northern Nevada.

Article 3: Membership

Anyone interested in using this section's resources may join by submitting an application with appropriate fees. Only National Association of Rocketry (NAR) members can attain full membership status. Those who do not have a current NAR membership may join as associate members. Associate members are not covered by this section's insurance and they may not serve this section as an officer. Their launching activities must receive prior approval and may be subject to supervision. This section must maintain a minimum of five NAR members in good standing to maintain its NAR charter after the first two years.

Article 4: Dues

Dues will be determined by a vote of section members. Dues may be necessary to buy and or build range equipment, or provide competition prizes; however, other sources of revenue may preclude the need for dues.

Article 5: Meetings

Meetings shall be held when they are determined to be necessary by the president and shall start at a predetermined time. Attendance is not mandatory. Three members shall constitute a quorum and establish the legality of any action taken by this section. Meeting dates and times will be kept on the club's website.

Article 6: Officers

Only NAR members can be elected to an office. Following are the duties of club officers:

- **President:**
 - Chief administrative officer of the club.
 - Coordinates and supervises all club launches and other club activities.
 - Facilitates and conducts club meetings.
 - Conducts any required meetings and voting for officers as provided for in these by-laws.

- Purchases equipment and materials for the club.
- Supervises other club officers and club members.
- Assists in storing, transporting, and setting up equipment for launches.
- Establishes a schedule of launch dates and alternate dates to reviewed by club members.
- Handles correspondence and communication with NAR and regulatory agencies:
 - NAR
 - Renews annual section charter.
 - In coordination with the vice-president, applies for grants.
 - Communicates with NAR Section Activities Chairman
 - Joins NAR@groups.nar.org to communicate with other NAR sections.
 - FAA
 - Completes and submits application for Certificate of Authorization (COA), a.k.a. "waiver" in a timely manner.
 - Makes pre and post launch phone calls as required by COA (usually Prescott and ZOA).
 - Communicates with FAA Air Traffic Control Specialist.
 - Local Agencies
 - Coordinates with local agencies regarding health and safety:
 - County Health and Safety Agency (as necessary)
 - County Fire Department (as necessary)
- Updates club by-laws and safety rules as provided for in these by-laws.
- In conjunction with the LCO, performs or oversees high-power certifications.
- Keeps records as follows:
 - Organizes and files all hard copies of pertinent documents and correspondence in a portable club president file box and brings it to club launches.
 - Keeps and organizes all emails pertaining to club activities in an email program.
- Forwards emails regarding membership to the vice-president and/or secretary.
- Delegates duties and responsibilities to other club officers and members.
- May establish and maintain a new club website or appoint a "webmaster" to perform the duty.
- **Vice-president:**
 - Assists and coordinates with the president, secretary, LCO, and RSO.
 - Serves as acting president when the president cannot perform his duties.
 - Assumes some or all the duties of other officers when they are not able to fulfill some or all their responsibilities.
 - Acts in conjunction with the secretary as "treasurer" for keeping track of finances.
 - Provides a sign-up list for club launches.
 - Assists in storing, transporting, and setting up equipment for launches.
 - In coordination with club president and secretary, files applications for grants

- In coordination with club president and secretary keeps a membership list.
- Keeps a vice-president file box similar to the president's file box and brings it to launches when the president cannot attend.
- Maintains and updates the current club website.
- **Secretary:**
 - Collects dues and other fees at club launches.
 - Administers forms:
 - Membership applications
 - Non-NAR Liability Release form
 - Posts the sign-in list for rocket launches and monitors sign-ins.
 - Assists in keeping the membership list.
 - Assists in submitting applications for grants.
 - Acts in conjunction with the vice-president as "treasurer" for keeping track of finances.
 - Keeps meeting minutes.
 - Keeps files for the following:
 - Forms
 - Membership applications
 - Blank
 - Completed
 - Liability Release Forms
 - Blank
 - Completed
 - Receipts
 - Launch sign-in lists
 - Blank
 - Completed
 - Instructions
 - Meeting Minutes
 - Keeps the above filings in a portable club secretary file box and brings it to club launches.
- **Launch Control Officer (LCO):**
 - Conducts or oversees established rocket launch procedures.
 - Stores, transports, and sets up of available launch equipment.
 - In conjunction with the club president, performs or oversees high-power certifications.
- **Range Safety Officer (RSO):**
 - Performs RSO duties as established by NAR and federal regulations.

Article 7: Elections

Elections for officers shall be held when determined to be necessary by the president prior to the second meeting of the calendar year by emailing section members. Nominations can be made at the first section meeting of calendar year or prior to the second meeting by

emailing section members. In the event an office becomes vacant, the president may appoint another section member to the office or hold a special election.

Article 8: Committees

Committees shall be considered for a means accomplishing specific tasks. Following is an example of committees that may be established:

- An **Equipment** committee would keep track of the club launcher, PA system, trackers, etc., ensure that it is available at club functions, and ensure that it is maintained properly.
- A **Public Relations** committee would be charged with promoting the club.
- A **Competition** committee would establish rocket contests, secure awards and prizes and make sure all contestants are informed of the results.

The Section President shall be an ex-officio member of all committees.

Article 9: Rules and Regulations

The club's special safety rules shall be posted on the club's website and/or at the launch site. All participants at a rocket launch shall comply with the club's special safety rules as well as the NAR safety rules and federal regulations. Any participants violating any one of these rules or regulations may be prohibited from attending future launches at the president's discretion.

Article 10: Motions

A motion for this section to take an action for any purpose may be introduced by any member of this section at any time. The motion shall be voted on during a section meeting or through emailing section members. If the motion is presented at a section meeting, the motion must be followed by a second and a discussion before it can be voted on. The motion can be approved by a simple majority of the membership; however, the president shall have the power of vetoing any motion except a motion to amend these bylaws.

Any member may introduce a motion to amend these bylaws. The motion may be approved by a two-thirds vote of section members present and voting at any meeting of this section, providing a notice of the pending amendment has been sent to all members of this section at least five days in advance of such meeting.