

# The CATO Rocketry Club

## CHARTER

### PREAMBLE

These by-laws, being duly enacted by the membership, constitute the sole body of rules governing the operation of the Club. All previous by-laws are hereby superseded. The present by-laws shall not be revoked, amended, or added to, except by the procedures provided in these by-laws.

### ARTICLE ONE

#### NAME

This organization shall be referred to as "CATO", or as "The CATO Rocketry Club".

### ARTICLE TWO

#### MISSION

The CATO Rocketry Club is a non-profit educational and research organization dedicated to promoting model rocketry and high power rocketry, as defined in National Fire Protection Association (NFPA) codes 1122 and 1127, respectively. These forms of hobby rocketry use commercially manufactured motors which are certified for performance, safety, and reliability by the National Association of Rocketry (NAR) or the Tripoli Rocketry Association (TRA). CATO organizes rocket launches which are open to CATO members and other rocketry enthusiasts. All participants are expected to operate in full compliance with NFPA codes, the NAR and TRA safety codes, the Federal Aviation Administration, the Bureau of Alcohol, Tobacco, and Firearms, and other federal, state, and local authorities having jurisdiction.

The founders and members of CATO believe that model and high power rocketry are important tools for research and for teaching physics, aerodynamics, engineering principles, and the history of rocketry and space exploration.

### ARTICLE THREE

#### BOARD OF DIRECTORS

The members of CATO shall be governed by a Board of Directors, all of whom shall be members of CATO. The Board of Directors shall consist of six (6) members: the President, Vice President, Secretary, Treasurer, Prefect and Section Advisor. At the Annual Meeting of CATO, to be held before the end of the fiscal year, each member of said Board of Directors shall be elected to a term of one (1) year. In the event of the inability to serve of any member of the Board, the surviving members shall have the power to appoint a successor to serve until the next Annual Meeting. The Board of Directors shall have general supervision of the affairs of CATO; and shall elect members and accept the resignation thereof; and shall have full power and authority to expel, suspend, and reinstate members; in addition to all of the special powers and duties hereinafter provided for. Meetings of the Board of Directors may be called by any three (3) Members of the Board, or meetings may be held without notice and all proceedings thereat shall be valid upon the signing of a waiver of notice by all members of the Board.

A majority of the Members of the Board shall constitute a Quorum, and a majority of a Quorum shall suffice for the transaction of any and all business, except as otherwise hereinafter provided. No individual shall serve in more than one office.

### ARTICLE FOUR

#### OFFICERS

The Members of CATO at the Annual Meeting shall elect a President, Vice President, Secretary, Treasurer, Prefect, and Section Advisor, all of whom shall be members of CATO. Officers shall serve terms of one (1) fiscal year. In the event of the inability to serve of any said Officers, the Board of Directors shall appoint a successor, who shall serve until the next Annual Meeting. The Board of Directors shall have power to appoint such Officers as they may deem desirable, to fix the terms of such Officers, to define their duties, and to remove them at their discretion.

### ARTICLE FIVE

#### DUTIES OF OFFICERS

#### PRESIDENT:

It shall be the duty of the President to preside at all meetings of CATO and at all meetings of the Board of Directors, and to exercise all of the usual powers of the President of a corporation.

#### VICE PRESIDENT:

It shall be the duty of the Vice President to assist the President in the discharge of his duties, and in his absence, or in the case of a vacancy in the office of President, to fulfill the duties of the President. In the absence of the President, the Vice President shall preside at all the meetings of CATO and at the meetings of the Board of Directors.

#### SECRETARY

It shall be the duty of the Secretary to keep a true record of the proceedings of all meetings of CATO and of the Board of Directors; to file all documents, records, reports, and communications connected with the business of CATO; to notify each member of CATO of every meeting of CATO, and each member of the Board of Directors of each meeting of the Board; to attend all meetings of CATO, and in case of inability to attend any meeting, to cause the necessary books and papers to be conveyed to the place of the meeting.

#### TREASURER

It shall be the Treasurer's duty to collect and receive all moneys due CATO, and pay all bills contracted by it, keeping a correct account of the same; to keep a correct role of all new members, or other changes in membership; to advise each new member of his/her election and to furnish him/her with a copy of the Charter; to make a report at the Annual Meeting of CATO of his receipts and disbursements, with a statement of the moneys then in his hands.

#### PREFECT

It shall be the Prefect's duty to properly certify other TRA members, to diligently report exam results and certification advancements, and to see that all launches organized in their area follow the Safety Codes of Tripoli. The Prefect will agree to act in the interests of Tripoli at all times and will remember that he/she represents Tripoli, Tripoli's policies, and Tripoli's Board of Directors.

(continued)

**ARTICLE FIVE (continued)**  
**DUTIES OF OFFICERS**

**SECTION ADVISOR**

It shall be the Section Advisor's (SA) duty to be the primary liaison between the CATO and NAR Headquarters. The SA shall ensure that NAR policies and safety codes are followed, assist CATO members in finding and utilizing available NAR resources, and provide the NAR with information regarding our section as requested. Additionally, to promote involvement in NAR activities, and to properly certify other NAR members, diligently report exam results and certification advancements. The Section Advisor will agree to act in the interests of NAR at all times and will remember that he/she represents NAR, its policies, and its Trustees.

**ARTICLE SIX**  
**COMMITTEES**

**CONTEST COMMITTEE**

CATO shall have a standing Contest Committee to oversee the planning, organization and execution of various contests through the year. The committee shall consist of the Prefect, Section Advisor (SA) and an appropriate number of volunteer members (typically 2-4). The Prefect shall be the primary Contest Director for any non-NAR contest activities. The SA shall be the primary Contest Director for NAR sanctioned events, and be responsible for compliance to the NAR Competition Handbook ('Pink Book'), proper recording of results and reporting results to NAR during the contest year. Selection of contest events, rules of non-NAR contests, and division of individual event Contest Director duties shall be at the discretion of the Committee.

The Board of Directors shall appoint other committees as necessary.

**ARTICLE SEVEN**  
**MEMBERSHIP**

Membership in CATO shall be in three categories: Senior, Junior, and Family. Senior Membership includes husband and/or wife. Junior membership is available to those under eighteen (18) years of age. Family Membership will consist of immediate family below the age of eighteen. There will be one vote allotted to a Senior or Family Membership. Membership expires at the end of the fiscal year. Annual dues shall be determined by a majority vote at the Annual Meeting.

**ARTICLE EIGHT**  
**MEETINGS**

There shall be an Annual Meeting each year to elect Officers and transact business. Special Meetings can be called by a majority of the Board of Directors provided members are given notice at least two weeks in advance. Five (5) members shall constitute a Quorum at any meeting of CATO. A majority of a Quorum shall be sufficient for any election or for the decision of any question other than an amendment of the Charter, which shall require a two thirds (2/3) vote of the Quorum. Voting by Proxy shall be permitted at all meetings of CATO. Proxies can be mailed to the Secretary or votes can be telephoned to at least two (2) members of the Board of Directors. All notices of Meetings shall contain a general statement of major matters to be discussed at the meeting.

The Annual Meeting shall be held before the end of the fiscal year. All Officers will take their positions at the beginning of the fiscal year. Meetings shall be conducted as per Robert's Rules of Order. The order of Meetings shall be:

- Roll Call
- Reading of the minutes of the previous meeting
- Treasurer's report
- Unfinished Business
- Committee Reports
- Elections
- New Business

**ARTICLE NINE**  
**AMENDMENTS**

Changes to the Charter can be made with a two thirds (2/3) vote of the members present at regular or special meetings.

**ARTICLE TEN**  
**INTERPRETATION**

Any question as to the interpretation of the Charter shall be decided by the Board of Directors.

**ARTICLE ELEVEN**  
**FISCAL YEAR**

The Fiscal Year shall begin on January 1st and end on the last day of December.

**ARTICLE TWELVE**  
**RESIGNATIONS**

Resignations of Officers must be in writing and be presented to the President who shall transmit the same to the Board of Directors for their action. No resignation can be accepted unless all indebtedness to CATO, including dues for the current year, shall be paid.

**(continued)**

**ARTICLE THIRTEEN**  
**ENFORCEMENT**

Any current member of CATO may be expelled from the club and/or prevented from participating at any CATO event at the discretion of the Board of Directors for "cause". Complaints can be presented to the Board of Directors by any one or more active members of CATO. The Board of Directors will hear the complaint and invite any response or defense that the member in question wishes to give. Discussions of the resolution or disposition of the complaint will be held in executive session. The Board of Directors shall, in executive session, vote first as to whether the complaint is valid. If it is found that the complaint is valid, the Board of Directors shall then vote on the resolution of the complaint.

The Board of Directors may also hear complaints presented against non CATO members, in consideration of their participation at CATO events or of their consideration of becoming CATO members. In such cases, the Board of Directors need not invite any response or defense of the individual in question.

The Board of Directors reserves the right to notify other rocketry clubs or organizations as to the complaint, resolution and name of the individual in question if it determines that the individual in question poses a threat or safety hazard to others.

"Cause" may be considered:

- Any violation of NFPA 1122, NFPA 1127, the Tripoli or NAR Safety codes.
- The launching of any rocket at a CATO event outside the parameters set forth in the FAA waiver or CATO specified flight limitations.
- Knowingly launching an unsafe or unstable rocket at a CATO event.
- Deliberately crashing a rocket or knowingly launching a rocket without a proper recovery system.
- Repeated violation or disregard of CATO launch rules or procedures.
- Repeated demonstration that the individual lacks the ability, or refuses to comply with the codes, rules or procedures as implemented by CATO.

Resolutions of a complaint may not exceed:

- The permanent expulsion of an individual as a member of CATO.
- The permanent exclusion of an individual from future CATO events.

When any member is expelled from CATO, all interests in the assets or property of CATO shall revert and be forfeited to CATO.

**ARTICLE FOURTEEN**  
**PROVISION OF DISTRIBUTION**

Section 1. Dissolution:

If at any time CATO shall be dissolved, the bonds and/or notes and accounts payable shall constitute a lien on the assets of the Club.

Section 2. Final Dissolution:

After provision for bonds and/or notes and accounts payable, all living members in good standing for five (5) consecutive years prior to dissolution shall participate in the distribution of the balance of the assets of CATO if any such exist to non profit purposes as defined by Article Two in this Charter.