

**BYLAWS
OF
CENTRAL OHIO ROCKETRY & SPACEMODELING ALLIANCE
(CORSA)**

Adopted December 8, , 2015

**ARTICLE 1
NAME**

The name of the Corporation shall be Central Ohio Rocketry & Spacemodeling Alliance.

**ARTICLE 2
LOCATION**

The location of the Corporation principal office is to be located in Franklin County Ohio and service the central Ohio area.

**ARTICLE 3
MISSION**

The Corporation is a chartered section of the National Association of Rocketry (NAR), a 501(c)3 non-profit corporation, organized exclusively to:

- I. Carry out the purpose, mission and goals of the NAR on a regional level
- II. Promote the educational, and scientific purpose of rocketry and spacemodeling applied science, technology, engineering and math
- III. Provide rocketry education support to schools, non-profit youth organizations and citizens of central Ohio in the pursuit of the understanding and application of rocketry and spacemodeling technology
- IV. and including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**ARTICLE 4
MEMBERSHIP**

All members of CORSAs shall be NAR members in good standing, residing or working within central Ohio, who agree with and commit to, support and actively participate in fulfilling the mission of CORSAs.

4.1 Membership categories:

NAR Junior Individual – Ages 15 and under

NAR Leader Individual – Ages 16-20

NAR Senior Individual – Ages 21 and older

NAR Family – More than one NAR member in Leader and/or Senior category

4.2 Membership Fees

The Board of Trustees will determine the annual membership fees for each category of membership except NAR Junior Individual which shall perpetually be free of annual fees. Membership shall be one (1) calendar year January 1 to December 31. Membership fees are to be paid to the treasurer in full upon joining and are not prorated. Annual membership fees shall be paid to the treasurer by January 31st of the renewing year. Membership fees are not refundable.

4.3 Membership conditions and termination

Membership shall not be denied for any reason, other than non-payment of dues, commission of a felony, repeated misconduct, conduct detrimental to CORSA, or deliberate and willful violations of sport rocketry Safety Codes. Members accused of any offense other than nonpayment of dues shall have the right to review the allegations against them at a regularly scheduled business meeting and to provide evidence in their own defense. Any expulsion shall be made only after the member has been heard, and only then by 80% vote of all members voting.

ARTICLE 5

BOARD OF TRUSTEES

The Board of Trustees of CORSA shall consist of the Director, Deputy Director, Recording/Financial Officer and Senior Advisor. The Board shall manage and conduct the business and affairs of CORSA. The Board shall meet no less than three (3) times a year. A quorum will be defined as 75% (seventy-five percent) of the Board members. All motions brought to a Board of Trustees meeting shall be introduced by a member of the Board, seconded by a Board member, and voted on after discussion by all Board of Trustees members present. The minutes of the meeting will indicate the motion, forwarder, seconder, and the result of the vote. Votes will not be recorded by name. All meetings of the Board of Trustees shall be publicized and open to the membership. Meetings or portions thereof may be in private executive session at the discretion of the Board of Trustees.

ARTICLE 6

OFFICERS

6.1 The officers of CORSA shall be Director, Deputy Director, Recording/Financial Officer and Senior Advisor.

6.2 Terms of Office

All officers shall be elected at the first regularly scheduled business meeting of the year and serve a term of two (2) years. In the case of special elections to complete an unexpired term, the term of office shall be until the next regularly scheduled election.

6.3 Duties and responsibilities of the Officers

I. Director

The Director shall be responsible for planning, organizing and directing the activities required in accomplishing the mission of CORSA; represent CORSA at all official functions and in all official interactions with other organizations; and act as the statutory agent for the Corporation.

II. Deputy Director

The Deputy Director shall assist the Director in planning, organizing and directing the activities required in accomplishing the mission of CORSA and shall presides over formal functions when the Director is unavailable.

III. Recording/Financial Officer

The Recording/Financial Officer shall be responsible for maintaining and reporting on financial statement of all CORSA funds; act as sole authority for making deposits and withdrawals from CORSA accounts; updates and submits the required local, state and federal documents for the corporation; maintains all club documentation, official correspondence and records; and must be 18 years of age or older.

IV. Senior Advisor

The Senior Advisor advocates members advancement in ability, skill and knowledge of rocketry; acts as the statutory agent when the Director is a NAR Junior or NAR Leader member; and must be a NAR Senior member 21 years of age or older.

6.4 Officer Removal

An officer can be removed from office for the same reasons and by the same procedures as defined in Article 3.4.3: Membership conditions and termination.

ARTICLE 7

ELECTIONS

7.1 All officers shall be elected at the first regularly scheduled business meeting of the calendar year as required. Vacancies in officer positions shall be filled by special election within 30 days after the vacancy is announced and the new officer will serve the unexpired term of office.

7.2 All CORSA members in good standing may nominate and be nominated for any position except for Recording/Financial Officer and Senior Advisor where the nominee must meet the minimum age requirements.

7.3 For regular and special elections, one month prior to the set date for elections the Board of Trustees will appoint and Elections Officer who: is a CORSA member in good standing; is not a current Officer or Trustee and who may nominate but may not be a nominee or run in the election.

7.4 Nominations for all CORSA officers shall be made in writing to the Elections Officer. The Elections Officer will remit accepted nominations to the Board of Trustees one week prior to the election. All nominations will be kept in confidence by the Elections Officer until surrendered to the Board of Trustees.

7.5 Where there is no contest for a position, the nominee(s) shall be acclaimed.

7.6 Voting will be done by secret ballot cast in person at the meeting or by absentee ballot; proxy votes cast by others are not permitted. The nominee having the largest number of votes shall be elected. Terms shall begin at the conclusion of the meeting in which the new officers have been elected.

ARTICLE 8
AMENDMENTS TO BYLAWS

8.1 Proposed amendments to the Bylaws will be submitted to the Board of Trustees. The amendments will be distributed and/or made available to all members in good standing one month prior to a special or annual meeting.

8.2 The Bylaws may be amended, repealed, altered, suspended, or ratified, in whole or in part, by a two-thirds (2/3) majority vote of all members in good standing. If the amendment is adopted, it will be so recorded by the Recording/Financial Officer, and will become effective immediately unless otherwise stated in the amendment.

8.3 All CORSA members in good standing will be allowed to cast one vote.

8.4 Absentee ballots for Bylaws amendments will be provided as necessary but must be received by the Recording/Financial Officer within seven (7) days prior of the date of the voting. Proxy votes cast by others are not permitted.

ARTICLE 9
EARNINGS

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE 10
DISSOLUTION

The Central Ohio Rocketry & Spacemodeling Alliance may be dissolved only with authorization by its Board of Trustees given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of members in good standing. Upon dissolution, all remaining assets of CORSA, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to such tax-exempt organizations (with purposes similar to those of CORSA) as shall be chosen by the then existing Board of Trustees or shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Bylaws approved by the membership: December 8, 2015

Lloyd Newman, Paul Demus, Erich Zahn, Michael Newman, Ed Hingsbergen, Joe Posey, John Gillilan

**OPERATIONS HANDBOOK
OF
CENTRAL OHIO ROCKETRY & SPACEMODELING ALLIANCE
(CORSA)**

Membership

All CORSA members are responsible for paying annual dues to the Recording/Financial Officer by January 31st. Members are responsible for reporting accurate contact information including address, e-mail address and phone numbers to the Recording/Financial Officer. Members are expected to participate in a minimum of 1/3 of launches, outreach activities, and competitions each year.

Officer Rolls and Responsibilities

Director

- a) Preside at all business meetings.
- b) Act as statutory agent.
- c) Responsible for planning, organizing and directing the activities required in accomplishing the mission of CORSA.
- d) Act as a liaison to inform the general membership of the outcome of the Board of Trustees meetings.
- e) Represents the Corporation at all official functions and in all official interactions with other organizations.
- f) Serves as the formal interface to the National Association of Rocketry.
- g) Shall serve as chairman of the Public Information and Community Alliance Committees
- h) Shall be an ex-officio member of all committees.

Deputy Director

- a) Presides over formal functions when the Director is unavailable
- b) Maintains the CORSA Standard Operation Procedures
- c) Maintains the Club's training and mentoring programs
- d) Shall serve as chairman of the Range Operation and Competition Committees
- e) Shall assume the duties of the Director when the Director is absent or unavailable
- f) Shall execute the duties of the Director in the event the Director is removed from or abdicates the position until the next election can be held as defined by Article 7.2.

III. Recording/Financial Officer

- a) Must be 18 years of age or older
- b) Maintains all club documentation, official correspondence and records
- c) Creates and distributes meeting minutes
- d) Solicit annual membership fees
- e) Responsible for maintaining a working financial statement of the Association's income, including all competitions and sponsored events, accounts receivable, and accounts payable
- f) Act as sole authority for making deposits and withdrawals to and from the bank account

- g) Prepare an annual budget for approval at the first meeting of the new Board of Trustees.
- h) Prepare a statement of all receipts and disbursements for approval at each Board of Trustees meeting.

IV. Senior Advisor

- a) Must be a NAR Senior member
- b) Maintains the FAA Waiver process.
- c) Acts as the statutory agent when the Director is a NAR Junior or NAR Leader member.
- d) Advocates members advancement in ability, skill and knowledge of rocketry

STANDING COMMITTEES

8.1 Public Information Committee-

Responsible for: answering public inquiries, marketing, social media, public display design, publications and web presence.

8.2 Community Outreach Committee-

Responsible for: finding & developing new opportunities for partnerships, researching programs of organizations with NAR MOU's, or CORSA partnerships to ensure officers and members are up to date on the alliance organizations training, curriculum and expectations.

8.3 Range Operation Committee-

Responsible for: establishing range procedures, maintain and manage club range equipment, suggest equipment replacement or procurement, coordinate appropriate LCO & RCO personnel for launches, recruits teams to set-up and break-down range for launches.

8.4 Competition Committees-

Responsible for: scheduling competitions, selecting appropriate events, prepare NAR competition application; prepare forms for all competition participants.