



Clipper City Model Railroad Club

Guidelines

This document contains the guidelines adopted by the Clipper City Model Railroad Club's Board of Directors and membership. The purpose is to help the club run in a consistent manner and guide members in day-to-day activities at the club. These guidelines shall not counteract or supersede any constitution, by-law, or Roberts rules of order but add clarity or address issues not otherwise addressed in those documents.

Definitions:

Guideline: A guideline is any document that aims to streamline processes according to a set routine.

Index

CCMRC_G_1:	Title: LSW Operations Guidelines Type: Guideline
CCMRC_G_2:	Title: Club DCC Locomotive Options Type: Guideline
CCMRC_G_3:	Title: Club Officers Duties Type: Guideline

Guidelines

CCMRC_G_1: **Title: LSW Operations Guidelines**
 Type: Guideline

The three main lines must be cleared when layout is not in use.

Effective Date – 6/2/2022 Membership Meeting

CCMRC_G_2: **Title: Club DCC Locomotive Options**
 Type: Guideline

All DCC locomotives owned by the club should have headlights and DCC sound. The type of headlight will be determined at the time of installation. Sound may not be required if it is not possible to install a speaker.

Effective Date – 6/2/2022 Membership Meeting

CCMRC_G_3: **Title: Club Officer Duties**
 Type: Guideline

This guideline describes the general responsibilities for the officers of the Clipper City Model Railroad Club. Defining responsibilities will help members who want to run for office an opportunity to know what is expected of them if elected. The guidelines also provide continuity during a change of officers. Some of these responsibilities can be considered vital to performing your job as an officer.

President:

General oversight of activities of the club.

Per the clubs' bylaws, hold a position on the board of directors.

Responsible for conforming to the actions of the board of directors.

Preside during board and membership meetings.

Maintain oversight of other elected officers pertaining to timely and orderly administration of their duties.

Actively be involved as advisor and coordinator of club special events.

Adhere and perform duties as described in "Roberts Rules of Order".

Vice President:

Per the club's bylaws, hold a position on the board of directors.

Assist the President in any activity requested by the President or during his absence.

Take responsibility for building maintenance, appearance, and upkeep.

Verify all club documentation on the building, layouts, system wiring etc. are made.

Provide guidance for any official committees and maintaining a communications link between the committee's and the board of directors.

Work in conjunction with the club secretary in developing attendance schedules for any club activity that requires help from the membership.

- Open houses
- Brat Fry's

Adhere and perform duties as described in "Roberts Rules of Order".

Secretary:

Per the club's bylaws, hold a position on the board of directors.

Maintain all club documentation in a safe location to include:

- Membership applications
- Old and current Expo Lease, Constitution, Bylaws, Rules, Guidelines and Policies
- Expo, State of Wisconsin and Federal documentation.

Maintain a current Membership Roll with contact information. Post monthly.

Work in conjunction with the club Vice President in developing attendance schedules for any club activity that requires help from the membership.

- Open houses
- Brat Frys

Write and maintain meeting minutes. Post the minutes on the club bulletin board.

Notify club members of board and member meetings.

Distribute via email or post office monthly meeting minutes and any special letters to members.

Send appropriate thank you notes for donations, or any other action directed by the board.

Use approved CCMRC letterhead paper for all official club letters.

Track donations to the club and make sure donation cards are given to donors if requested.

Adhere and perform duties as described in "Roberts Rules of Order".

Treasurer:

Per the clubs' bylaws, hold a position on the board of directors.

Maintain all club financial records:

- Membership dues
- Membership work credits – should report on first meeting of each New Year.
- Payments made for club business and upkeep.
- Pay any fees required to maintain the club.
- Pay and or complete all taxes or legal forms required to maintain status.

IRS forms
Bank accounts
State and County forms
Sales tax information

Provide a financial report at each membership meeting and post it on the bulletin board.

Per bylaws notify members of late dues payments and membership status and coordinate with the club secretary.

Maintain the clubs Post Office box.

Track expenses for special approved projects.

Advise the board of pending financial conditions.

Distribute and maintain inventory control of "Open House gift Cards".

Adhere and perform duties as described in "Roberts Rules of Order".

Effective Date – 5/30/2022, Board of Directors Meeting

End of Document

Last Document Revision: Board of Directors Meeting May 2022