



# Clipper City Model Railroad Club

## *Rules and Policies*

*10/3/2019*

This document contains the official rules and policies adopted by the Clipper City Model Railroad Club's Board of Directors and membership. Rules and Policies are considered an extension to the club by-laws and are authorized through Article 9 of the by-laws. These rules and polices 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:**

**Rule:** A rule is specific, and shall be followed by all members. Rules will generally address issues that need clarification of a by-law or address a serious issue facing the club.

**Policy:** Policies provide a definitive course of action adopted for the sake of expediency, facilitate actions adopted.

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# Rules

**CCMRC\_RP\_1: Title: Change of Officers  
Type: Rule**

Outgoing officers must turn over all current and past material related to the office they are vacating to the newly elected officer within two weeks of the election.

**Effective Date – 11/1/2011 Membership Meeting**

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**CCMRC\_RP\_2: Title: Club Membership Fee's  
Type: Rule**

Membership shall be \$120.00 per year for active members; \$60.00 per year for participating members; \$15.00 per year for associate and affiliate members. Associate and affiliate members who join midyear will have their fees prorated.

**Effective Date – 6/6/2013 Membership Meeting**

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**CCMRC\_RP\_3: Title: Club Keys  
Type: Rule**

All active members in good standing are entitled to a club house key.

As of Jan 1<sup>st</sup>, 2012 Building keys require a \$25.00 deposit and shall be turned in if a member goes inactive, suspended or is expelled.

**Effective Date – 11/1/2011 Membership Meeting**

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**CCMRC\_RP\_4: Title: Club Changes  
Type: Rule**

For consistency any major changes to the existing layout or building shall be discussed and approved by three of the current board members before proceeding.

**Effective Date – 11/1/2011 Membership Meeting**

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**CCMRC\_RP\_5: Title: New Business for general membership meetings  
Type: Rule**

To facilitate orderly and productive general membership meetings only agenda items will be discussed.

Any topic a member wishes to have included in the agenda for the general membership meeting must be presented to the board of directors prior to or at the Board of Directors meeting. Presentation to the board does not have to be in person.

**Effective Date – 11/1/2011 Membership Meeting**

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**CCMRC\_RP\_6: Title: Removal of Club Material from the Club building  
Type: Rule**

Material belonging to the club will be signed out prior to it leaving the club building. Sign out book will be located in the ticket booth. The following items must be approved by at least two board members before being removed from the barn:

Chairs, tables, DCC locomotives, DCC controllers, brat fry equipment

**Effective Date – 1/5/2012 Membership Meeting**

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**CCMRC\_RP\_7: Title: Prototypical Aspects  
Type: Rule**

The following layouts shall be maintained in a prototypical orientation.

- Lakeshore and Western
- Grover
- N - gauge Clipper City Railroad

These layouts shall be maintained in correct scale. The scenery, buildings, accessories and time frame shall maintain the current prototypical look. Any deviation from this shall be approved by the board of directors.

**Effective Date - 10/3/2019 Membership Meeting**

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**CCMRC\_RP\_8: Title: Inactive membership clarification  
Type: Rule**

Club bylaws state that an inactive member can become active by:

- Paying their past dues, or
- Attend a member meeting and request re-instatement. An approval vote by 2/3rds of the members present shall be required to reinstate. If approved, the applicant must pay three months of past dues.

There is a two year time limit on this type of reinstatement. After two years the past member must apply for membership as a NEW member and follow that process.

This rule does NOT apply to a member who became inactive due to disciplinary reasons. All reinstatement for those members is at the discretion of the board of directors.

**Effective Date – 6/6/2013 Membership Meeting**

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# Policies

**CCMRC\_RP\_9: Title: Personal Property  
Type: Policy**

Members are welcome to bring personal property into the club. To avoid any confusion or conflict on ownership it is important to clearly mark your personal property. Items not marked or not in a personal storage area will be assumed club material and can be used by any member.

The Clipper City Model Railroad Club has NO responsibility or obligation regarding loss or damage to membership personal property located at the Club building barn for any reason or at any time.

Members donating, loaning or building any item for the club should make sure the membership is made aware. Unless marked and identified as personal property all items made for the club belong to the club.

**Effective Date – 11/7/2013 - Membership meeting**

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**CCMRC\_RP\_10: Title: Material Storage  
Type: Policy**

Any items or material donated to the club shall be approved by the board.

**Effective Date – 11/1/2011 - Membership meeting**

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**CCMRC\_RP\_11: Title: Operating Sessions with non-members.**

**Type: Policy**

Operating sessions at the club are a privilege of membership. Any operating session at the club must be open to all members unless closed by board approval. Members will be notified of the operating session at a prior membership meeting or by e-mail. Each member may bring one guest.

Operating sessions are defined as the systemic movement of rolling stock to simulate real railroads.

**Effective Date – 1/5/2012 - Membership meeting**

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**CCMRC\_RP\_12: Title: Dress and behavior code  
Type: Policy**

The Clipper City Model Railroad Club is a non-profit organization that at times is open to the public. During those times all members present in the club building shall present themselves in a clean and respectful manner to our guests and fellow members. Good behavior shall be present at all times when in the building or at club sponsored events.

If owned, club shirts should be worn.

Name tags shall be worn.

**Effective Date – 11/1/2011 Membership Meeting**

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**CCMRC\_RP\_13: Title: Revenue Equipment**

### **Type: Policy**

The following policies are in reference to Rev\_equipment issues.

- All member owned rolling stock shall be marked with a color code assigned by the committee for stock normally kept at the club and on a layout.
- Any club owned rolling stock removed from a layout because of running problems shall be placed in the Rev\_equipment hold area and the committee must be notified, or repaired by the member and put back on the layout
- Any member owned DCC locomotive that is brought into the club must have a DCC ID that does not conflict with existing DCC locomotives.
- A DCC locomotive inventory will be kept by the committee and displayed at the club. No other inventory's are required.
- Non functional locomotives shall be removed from the layout or in a designated display area.

**Effective Date – 11/1/2011 - Membership meeting 10/3/2019**

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**CCMRC\_RP\_14: Title: Yearly Spending Freeze  
Type: Policy**

This rule is being implemented to provide the best opportunity for the long-term financial success of the club. The rule was authorized by membership vote at the July 7<sup>th</sup>, 2016 membership meeting.

A freeze on spending must be made active when a debit of \$1000 is reached or is anticipated to be reached in a calendar year. This is based on a simple Income minus spending. Emergency spending may occur only after a Board of Directors vote. It is the treasurer's responsibility to provide the data on a monthly basis for determination of debit status. Deviations from this policy must be approved by the board.

**Effective Date – 10/3/2019 Membership Meeting**

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**CCMRC\_RP\_15: Title: Fair Open House volunteer policy**



### **Type: Policy**

Getting members to volunteer for an open house or give availability in a reasonable time frame is a struggle for club officers. So, the following policy is adopted to assist board members in providing the proper event support.

- At least one month prior to an open house a sign-up sheet will be posted at the club.
- All Members will be advised to check their calendars and sign up as soon as possible.
- Even if you know you cannot attend, indicate that on the sign-up sheet.
- There is no limit on how many can sign up, but only the first 4 members to sign up and attend as planned will be paid for Expo admission if admission is required.
- If a member has signed up and needs to cancel or change, it is that members responsibility to inform organizers and find a replacement.
- If you wish to run trains, please indicated that on the sign-up sheet.
- Requesting payment for any admission must be made to the treasurer and submitted by the end of the current year.
- The treasurer will have a final copy of the sign-up sheet.

**Effective Date – 8/26/2019 Board Meeting**

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**End of Document**

**Last Revision 10/3/2019**