

HUDSON MODEL RAILROAD CLUB BY-LAWS AND RULES

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HUDSON MODEL RAILROAD CLUB BY-LAWS AND RULES

Article 0 - PURPOSE

0.1 Purpose:

The main purpose of the Hudson Model Railroad Club (hereinafter “Club”) shall be to enjoy and promote all phases and aspects of the hobby of Model Railroading.

0.2 Non-Profit

The Club shall be a non-profit organization.

0.3 Educational and Social

The Club is both an educational organization in which its members can learn about the various technical aspects of model railroading as well as a social organization. As a social organization, members have the opportunity to meet and enjoy the company of other members who have the same or similar interests in the hobby of model railroading.

Article 1 - APPLICATION PROCESS

1.1 Purpose

The purpose of the application process is to facilitate acceptance of membership based upon best fit needs of the club and the club atmosphere. (See Application Process on the current membership application).

Article 2 - MEMBERSHIP

There shall be five (5) categories:

PROBATIONARY STATUS
FULL
JUNIOR
ASSOCIATE
INACTIVE

2.1. **PROBATIONARY STATUS:** All members must first be PROBATIONARY members. This is a period of time of not less than six (6) calendar months and not more than twelve (12) calendar months. The purpose of the PROBATIONARY period is to determine whether or not the PROBATIONARY member will be a successful addition to the Club. This is determined on the basis of four criterion:

2.1.1. Regular attendance at Official Club Meetings – A demonstrated interest in the Club, its members and its activities is essential to membership in “Good Standing”.

2.1.2. Consistent payment of monthly dues – The Club has expenses both for its regular maintenance and upgrades to the layout. Membership is a shared responsibility and timely payment of regular dues is essential to membership in “Good Standing”.

2.1.3. Participation in Club activities – There is always work to be done on a large model railroad. Membership involves more than simply “running trains”. Members are expected to contribute their time and effort in making the Club better. There are many ways this can be done but a lack of participation indicates a lack of interest in the betterment of the organization. A lack of interest is contrary to membership in “Good Standing”.

2.1.4 Prospective members with past expulsion of membership are required to have a full twelve (12) month probationary status.

2.2. PROBATIONARY Requirements:

2.2.1. The PROBATIONARY membership commences upon the day that the application process is complete which includes receipt of the following: (1) Clear background checks as required by the State of Pennsylvania for members 18 years of age and older (State Police criminal history, Dept. of Human Services Child Abuse History Clearance, and a fingerprint based federal criminal history (FBI). (2) The initiation fee is paid (See current membership application for additional details and fees). Any fees paid are non-refundable. Dues for probationary members shall be the same as ASSOCIATE and JUNIOR member dues. The PROBATIONARY membership concludes when one of the following takes place:

2.2.2 The conclusion of twelve (12) calendar months as a PROBATIONARY member with no change in status. If the PROBATIONARY status is denied, the applicant must undergo the new application process if he or she still wishes to become a member.

2.2.3 A majority vote at a regular Club meeting that votes the PROBATIONARY member to FULL, JUNIOR or ASSOCIATE status.

2.2.4. A majority vote at a regular CLUB meeting that votes to deny membership to the PROBATIONARY member. (This can happen at any time during the twelve-month period.)

2.2.5 After 6 months a person in probationary status is brought forward at an official club meeting for approval as a member by recommendation of a current full member.

2.2.6 Upon acceptance into probationary status, the potential member 18 years of age or

older will be placed under the direction of the VP that corresponds to their primary interest. (Scenery/DCC/Track). Probationary Junior members will be assigned a full member sponsor until they are 18 years of age.

2.3. FULL:

FULL members must be at least eighteen (18) years of age and have successfully completed their PROBATIONARY membership.

2.3.1. FULL (Participating)

These are FULL members that regularly attend Club meetings and participate in Club activities, work projects, and open houses.

2.3.2. FULL (Nonparticipating)

These are FULL members that attend less than fifty percent (50%) of regularly scheduled Club meetings in any six (6) month period and do not participate in Club activities and work projects.

2.3.2.1 The Executive Board shall notify the member and the membership of those FULL members that meet the “Nonparticipating” criterion.

“Nonparticipating” members may not store equipment or rolling stock in “Type One” conditions (Article 12). Such equipment is to be removed by the member within one (1) week of notification. Failure to remove the equipment within one (1) week will result in two (2) members of the Executive Board carefully packing the equipment into Type Two storage until the member is again able to regularly participate in Club meetings and activities.

2.3.2.2. Return from (Nonparticipating) to (Participating) shall be by Executive Board affirmation following six (6) consecutive months of participation as defined in 2.3.2.

2.4. ASSOCIATE:

This category has been re-established to serve three (3) purposes: (1) for model railroaders who want to belong to a club but because of their current commitments, they are unable to participate as a Full member; (2) for new model railroad enthusiasts who wants to learn more about model railroading but are unsure about becoming a Full member; or (3) for anyone who has a desire to be generally associated with a model railroad club. Dues shall be as outlined in Article 5.

Associate members do not receive a key, cannot vote at Official Club Meetings, and are not given any Type 1 Storage (see Article 12)

2.5. JUNIOR:

This category was set up to allow young people (12 to 17 years of age) the opportunity to join the club under the sponsorship of a FULL member or an applicant for FULL membership. The sponsor must be at the club when junior member is present and assumes responsibility for the behavior of the JUNIOR member. Dues shall be as outlined in Article 5.

2.5.1. JUNIOR Voting:

A JUNIOR member who has been a member of the club for at least two years, is in “Good Standing” and who has become 16 years of age may apply to have voting rights. That JUNIOR member would have to have a FULL member, other than his/her sponsor, recommend that he/she be granted voting privileges. Approval is by secret ballot at a normal monthly meeting.

2.5.2. JUNIOR Elected Representative:

The JUNIOR members may elect a representative from the group of JUNIOR members. This representative would serve in only an advisory position and would attend Executive Board meetings only upon invitation of the Club President. This position would be effective the first week of each calendar year and would last for one year.

2.5.3 JUNIOR Sponsors

The JUNIOR member will be assigned a sponsor upon acceptance into probationary status

2.5.4 JUNIOR member parent(s)/guardian(s)

A parent or guardian of JUNIOR members ages 12 through 15 must remain present on the club property while the JUNIOR member is at the club. Any deviation from this must have approval from the executive board on a case by case basis.

2.6. INACTIVE:

Any member may voluntarily enter INACTIVE status by written request to the Club Officers. Involuntary placement into INACTIVE status is pursuant to Article 5.1.4.3.

2.6.1. INACTIVE Membership Restrictions:

2.6.1.1. INACTIVE members shall not have keys or unaccompanied access to the building.

2.6.1.2. INACTIVE members are prohibited from voting or layout operations.

2.6.1.3. All personal property of INACTIVE members is to be removed from the Club premises.

2.6.1.4. Engine prefixes of INACTIVE members shall be maintained by the Secretary/Treasurer.

2.6.1.5. No member may remain on INACTIVE status for more than six (6) consecutive calendar months. Members INACTIVE for more than 6 months will result in termination of their membership.

2.7. UNDER DISCIPLINE:

Any member that has had Club Discipline imposed upon them in accordance with Article 13 that results in either a suspension of membership privileges or expulsion from club membership shall fall into this category.

2.8. CHANGE IN STATUS:

Any member that desires to change their status from ASSOCIATE, JUNIOR, PROBATIONARY, INACTIVE or UNDER DISCIPLINE to FULL member status must be approved by majority vote at a regularly scheduled Club Meeting. There must be no restrictions (outstanding dues, time limits, misconduct, etc.).

2.8.1 Voluntary INACTIVE status

Any member in good standing may change his or her status to "INACTIVE" by written notification to the Club Secretary/Treasurer.

2.9. Nondiscrimination:

Membership shall not be denied on race, color, creed, national origin, religious beliefs, gender, or choice of road names or era.

Article 3- EXECUTIVE BOARD & OFFICERS

3.1. Officers:

There shall be six (6) officers and they shall constitute the Executive Board of the Club:

- President
- Vice President, Electronics
- Vice President, Track
- Vice President, Scenery
- Vice President, Communications
- Secretary/Treasurer

3.2. Duties and Responsibilities:

The following shall be the duties and responsibilities of each of the Officers. All officers are responsible to assist each other when circumstances dictate it.

3.2.1. President:

The President shall be a member of the Executive Board and is required to chair monthly meetings and Executive Board meetings. In addition, the President shall:

3.2.1.1 Provide direction for the club as to work priorities

3.2.1.2 Pursuant to Executive Board approval, appoint Interim Officers for Executive Board vacancies that may arise, to appoint committees and sub-committees as deemed necessary for on-going club projects and events; to make decisions necessary for the club's well-being; to have executive authority to make decisions in emergency situations that the By-Laws do not cover.

3.2.2. Vice President, Electronics:

A member of the Executive Board and to assist the President and fulfill the President's responsibilities during periods of the President's absence or illness. Shall be responsible for:

3.2.2.1. The safe and consistent supply of electrical power to the Club room and layout. This shall include the existing DCC Systems, the DC power for lighting, the 115 VAC power under the layout as well as any improvements or changes to those electrical systems.

3.2.2.2. The development of new and existing members who elect to participate in the electrical maintenance and electrical improvements of the layout as outlined above.

3.2.2.3. All electrical work performed on the layout shall be under the supervision of the VP Electronics.

3.2.3. Vice President, Track:

A member of the Executive Board and to assist the President and fulfill the President's responsibilities during periods of the President's and VP Electronics absence or illness.

3.2.3.1. Responsibility shall include the reliability and smooth operation of all existing track, turnouts, diamonds etc. as well as the planning and execution of any new track to be added to the layout or any realignment of existing track.

3.2.3.2. The development of new and existing members who elect to participate in the track maintenance and track improvements of the layout as outlined above.

3.2.3.3. All track work performed on the layout shall be under the supervision of the VP, Track.

3.2.4. Vice President, Scenery:

A member of the Executive Board and to assist the President and fulfill the President's responsibilities during periods of the President's, VP Electronics and VP Track absence or illness.

3.2.4.1. Responsibilities shall include all existing scenery, buildings, industries, cities and lighting and any animation of the same on the layout as well as improvements, repairs and additions to same.

3.2.4.2. The development of new and existing members who elect to participate in scenery maintenance and improvements on the layout as outlined above.

3.2.4.3. All scenery work performed on the layout shall be under the supervision of the VP, Scenery.

3.2.5. Secretary/Treasurer:

A member of the Executive Board and responsible for the maintenance of all financial records and all Club correspondence. The Secretary/Treasurer shall take, distribute and maintain the records of each Club meeting as well as any Executive Board Meetings.

3.2.5.1. Responsibilities shall include the production and submission to the membership at each monthly meeting of:

3.2.5.1.1. A Financial Statement detailing the income and expenses transacted during the previous calendar month.

3.2.5.1.2. The Minutes of the previous Month's meeting. Such minutes are to include:

3.2.5.1.2.1. Attendance and Member Status

3.2.5.1.2.2. Any Executive Board meetings held, and if there were any resolutions adopted, to so state them.

3.2.5.1.2.3. Any new projects undertaken

3.2.5.1.2.4. Any expenses voted on and approved.

3.2.5.2. All correspondence and written records are to be handled in a timely manner.

3.2.6. Vice President, Communications:

A member of the Executive Board and responsible for all printed material such as newsletters and show announcements. The VP Communications shall also establish and maintain a website with an appropriate domain name.

3.2.6.1. Responsibilities also include being the co-chairman of our annual Open Houses, organizing the show, making assignments for time and attendance.

3.2.6.2. Overseeing the maintenance of club show signs.

3.2.6.3. Contacting the media relating to advertisement of the club and its open houses.

3.3.6.4. Establishing and maintaining all club-related social media pages.

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3.3. Officer Eligibility:

An office may be held only by a FULL member in good standing. These offices must be held by different individuals. To be eligible, the officer/candidate must be a FULL member for a period of at least one (1) year.

3.4. Term of Office:

Term of office shall be one (1) year.

3.4.1. The term of office shall be January 1 through December 31. Elections for all positions will be held at the last official club meeting of the year.

3.5. Vacancies:

When unexpected vacancies on the Executive Board arise, they shall be handled in the following manner:

3.5.1. The Office of the President shall be filled with an Interim President elected by secret ballot by the membership at a regular monthly meeting. The Secretary/Treasurer shall conduct the election and names shall be nominated at one meeting with the election taking place at the following meeting. The Interim President shall fill the remainder of the unexpired term of the departed President.

3.5.2. All Offices other than the President shall be filled by Presidential appointment and the support of the majority of the remaining Officers. The appointment is to be for the remainder of the unexpired term of the departed Officer.

3.6. Term Limits:

There shall be no term limits placed on Officers; however, elections must be held every year as outlined above

3.6.1. In the event that there are no volunteers for an Office (other than that of President) and the outgoing Officer does not seek re-election, the President has the responsibility to appoint the outgoing Officer to that position until such time as a new Officer can be found for the role.

3.6.2. In the event that there are no candidates for the Office of President, the VP Electronics shall fill the unexpired term and he/she shall appoint an Interim VP Electronics who shall fill the position until the next election.

3.7. Removing an Officer:

Any Officer may be removed from Office by a simple majority vote of the remaining Officers. The membership is to be advised of the Officer's removal and the reasons for the removal as soon as practical. A two-thirds (2/3) majority vote of eligible members (excluding Officers) is required to reverse the Executive Board's removal and to reinstate the Officer.

Article 4 - MEETINGS AND VOTING

The Official Club Meeting shall be open to all members.

4.1. Official Club Meeting – Times and Days and Dates:

The Official Club Meetings will take place on the first Wednesday of every month commencing at 7:30 PM. In the event the first Wednesday is a National Holiday, the Official Club Meeting will then take place on the very next Wednesday.

4.2. Quorums:

A quorum must be present for any motion to be validly voted upon.

4.2.1. A quorum means a minimum of three (3) Officers must be present and a minimum of five (5) voting eligible members (including proxies excluding Officers) must be present for any motion to be enacted.

4.3. Passage of Motions: All matters subject to vote and unless specified otherwise, shall require passage by a simple majority vote at an Official Club Meeting.

4.4. Proxy Votes:

Proxy votes will be recognized. Voting eligible members holding a proxy vote must so state at the beginning of the meeting for whom they hold a proxy vote and it shall be recorded in the minutes. Only one proxy vote may be held by any one voting eligible member present at the Official Club Meeting.

4.5. Effective Dates of Motions Passed

All motions passed by affirmative vote shall remain in effect unless repealed by a subsequent majority vote at a subsequent Official Club Meeting.

4.6. Communications & Order of Business:

Prior to the Official Club Meeting, all members are to receive the most current Financial Statement and the Minutes of the previous month's Official Club Meeting's minutes no later than 1 week prior to the Official Club Meeting. Members are expected to have read and considered the content of those reports prior to the Official Club Meeting. The Order of Business of Official Club Meetings shall be as follows:

- Call to Order
- Submission of Proxy Votes
- Previous Month's Minutes
- Financial Report
- Vice President's Reports
- Committee Reports
- Old Business
- New business
- Open Forum
- Adjournment.

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4.6.1. The President has the authority to alter the order of the meeting if deemed necessary with membership approval.

4.7. General Wednesday Meetings other than the Official Club Meeting

4.7.1. The club shall be open to the membership, including those in probationary status on Wednesdays (aside from Holidays) from 6pm – 9pm.

4.7.2. The third Wednesday of each month is deemed a “work night”, where the layout will be shut down for the purpose of layout repairs, projects, and general club cleaning. All members are encouraged to participate. Members are not guaranteed the ability to run trains on this day.

4.7.2.1 During the summer when projects are underway, work on the layout takes priority, and there may be restrictions on running at the discretion of the Executive Board.

Article 5 - DUES, FEES, FINES

The amount of the Monthly Dues and the Initiation Fee shall be determined by the membership at an official monthly meeting. At least one month’s advance notice and recommendation of the change shall be given prior to the vote.

5.1 DUES:

Current dues are \$22.00 per month for a FULL membership and \$10.00 per month for a JUNIOR, ASSOCIATE or PROBATIONARY membership.

5.1.1. There is no requirement for the payment of dues for those members in voluntary INACTIVE status.

5.1.2. Timely and regular payment of dues is essential for “Good Standing” status.

5.1.3. Dues are payable as of the first Wednesday of each calendar month.

5.1.4. Lateness of dues

Dues are deemed late following the first Wednesday of a new calendar month in which dues have not been paid (e.g. No dues paid in February – On the first Thursday of March dues are one month late.)

5.1.4.1. When a member is one month late, an email or text message shall be sent by the Club Secretary/Treasurer to the member indicating same.

5.1.4.2. When a member is two months late, an email or text message shall be sent by the Club Secretary/Treasurer to the member and all other Club Officers, indicating same.

5.1.4.3. When a member is three months late, the member shall be notified by email or text message by the Club Secretary/Treasurer that he/she has been moved to INACTIVE Status. The Club Officers shall likewise be notified by email or text message of the member's change to INACTIVE Status. The membership shall be notified at the next monthly meeting and recorded in the Club's minutes. Personal Property of Inactive members are to be removed from the Club premises and any keys surrendered to the Club Secretary/Treasurer. Items need to be removed within 3 months of the termination of membership, or it will be considered abandoned. (See article 12.4 Abandoned Property)

5.1.4.4. The Club Secretary/Treasurer shall notify, by email or text message, any member who is repetitively late with dues payment. All other Club Officers are likewise to be notified and a recommendation made to the membership by the Club President on behalf of the decision of the Club Officers as to what actions are to be taken regarding the member.

5.1.4.5. Members placed in INACTIVE status due to lateness of dues must pay any and all back dues in order to return to ACTIVE status. Furthermore, any person re-applying for membership due to a previous termination of membership (for any reason), must also pay any and all back dues in order to be considered for membership.

5.1.4.6 When a member falls behind on dues, a \$5 per month late fee will be imposed for each month in which dues are late. Members will have one month to pay their late dues before the \$5 fee is imposed. For example, if a member fails to pay their dues in January, if they are not paid by the February meeting, a \$5 late fee will be imposed. The \$5 fee will be added for each month until dues are paid or the membership is terminated.

5.2. Initiation Fee

A non-refundable initiation fee of \$25 plus any incurred fees for background checks (18 years of age and older) is required upon acceptance of the applicant into probationary status. Fees can be found on the current membership application and are non-refundable even in the event of membership being denied.

5.2.1. Resigning Members:

Members who have been in good standing and who resign their membership may be considered for a return to their previous member status with the payment of the Initiation Fee. There will be no need for a PROBATIONARY period for returning members who have left while in good standing.

5.3. Fines:

Fines may be levied as a result of Club Discipline. They may also be applied to members for failure to participate in the Annual Open House Shows. (Applies to ALL levels of membership)

5.3.1. In no case are Fines to exceed twenty-five dollars (\$25.00) for any one infraction for any member.

5.3.2. The Executive Board shall notify the membership of any fines levied and the reason for same.

5.4. Outstanding Debts

When a member owes money to the club, aside from dues, any money paid to the club will first be applied to the outstanding debt, before being applied to the monthly dues.

Article 6 - LAYOUT/PROJECTS

There is always work to be done on a large layout like ours. The Vice Presidents are responsible for maintaining and upgrading their respective areas of responsibility. They are to direct the members assigned to them in their efforts to fulfill that responsibility.

6.1. Normal Expenses

The normal expenditure of Club funds for regular updating and maintenance need not be voted upon. However, any expenditure that exceeds one hundred dollars (\$100.00) in any one calendar month period becomes, by definition, a "project".

6.2: "Projects"

Projects are defined as additions, deletions, changes or modifications to the existing layout, layout room, or anything related to these entities that is not considered to be regular or routine and that has a required expenditure of more than \$100 in any one calendar month.

6.2.1. No "projects" shall be undertaken unless the project has been approved by the respective VP. The VP will ensure that all drawings, specifications, costs and requirements for the project are clearly outlined and can be easily understood by the membership at large. The VP is to submit the project to the Officers first so that any overlapping issues with other VPs can be resolved. The VP is to then submit the Officer approved project to the membership for the final approval of the project and for the approval of the funds for the project.

6.2.2. Project Manager(s): The VP may delegate responsibility for a project to a Project Manager. The Project Manager shall report progress at each monthly meeting.

6.2.2.1. Long-Term projects (e.g The City) will have a Project Manager assigned to it, under the appropriate VP.

6.2.3. Once approved, under the direction of the appropriate VP, any FULL, JUNIOR, PROBATIONARY or ASSOCIATE member may work on a project.

6.2.4. No "project" shall commence during the four (4) weeks prior to any club show except for emergency repairs or projects as required for the operation of the layout and

authorized by the President.

6.3. Project Completion:

After any work has been performed on the layout, the area where the work has been performed should be left in a reasonably clean fashion and in an operable condition. Whether it is clean enough will be determined by the respective VP.

Article 7 - CLUB SHOWS

7.1. The Annual Holiday Open House (Annual Shows) will be the Club's primary way to raise funds. However, the Club may have additional shows during the year should the membership desire to do so.

7.1.1. The Club will set dates for the Annual Show at least three (3) months in advance.

7.1.2. The President will, by virtue of his/her elected position, be chairman of all shows and the VP Communications will be the co-chair. The Annual Show chairs will have the responsibility to organize the Annual Show, making assignments for times and attendance.

7.2. Show Requirements:

These requirements shall apply to the Annual Shows and any additional show that may be undertaken.

7.2.1. All members are expected to work their show assignments as far as it is practical for them to do so. It is especially important for FULL members and any PROBATIONARY members awaiting FULL member status to participate in the shows as assigned

7.2.2. The show chairmen shall produce a schedule of days and times that members are expected to be in attendance and the expected duties that each of those members is to perform on that show date.

7.2.3. If a member cannot attend a show for any reason, he/she will notify the show chairman of the day and time or times he/she cannot attend. This notification shall be done at least thirty (30) days prior to the first show so that the chairmen can appropriately adjust the schedule

7.2.4. Members are expected to fulfill his/her show obligations. However, if an emergency arises and the member cannot attend a scheduled show, the member must notify the show chairmen that they will be unable to fulfill his/her assigned duties on the scheduled day as soon as it is practical for him/her to do so.

7.2.5. Depending upon the circumstances, the member may be subject to a \$5.00 fine for each day absent from scheduled show attendance. The show chairmen shall make such determination as to fines and their decision is final and not subject to appeal.

7.2.6. Membership trains are required to meet the guidelines as outlined in Article 16 of the By-Laws

7.2.7. Potential members in Probationary Status are not guaranteed the ability to run trains during shows but may do so under the recommendation of their corresponding VP.

Article 8 - BY-LAWS

8.1. Amendments:

Any additions, deletions or changes to these By-Laws must first be approved by majority vote at an Official Club Meeting. Any proposed change must be first raised, and then will be voted upon at the same meeting.

8.2. Distribution:

Each member will be issued a copy of the By-Laws and any amended rules. In addition, a copy of the By-Laws will be posted on the Club web page. ALL members are responsible for reading, understanding and complying with the content of the By-Laws. "I didn't know that!" is not an acceptable excuse by any member. ALL members will be required to submit the signed last page of the by-laws (Article 17).

8.3. Copies:

The Club Secretary/Treasurer shall have a copy available at each meeting. Potential PROBATIONARY members are to receive a printed copy of the By-Laws along with the membership application. The signed portion of the By-Laws is required for membership application. (See Article 1)

Article 9 - CLUB TREASURY

9.1. Required Minimum:

At no time shall the club Treasury be allowed to go under the amount of six (6) months club related expenses (rent, light, heat and insurance). This amount does NOT include the CD. This minimum is presently fixed at \$3,000.00. Such amount will enable the club to have ample monetary reserves to weather any unforeseen financial problems.

9.2. Changes to the Required Minimum:

The Required Minimum amount may be increased by a simple majority vote at any meeting but may not be decreased except by a two-thirds (2/3) majority of eligible voters in a secret ballot at the Official Club Meeting.

Article 10 – PURCHASES

10.1. Approvals:

No member shall submit bills to the club for payment without prior approval of the appropriate VP of such expenditure. In the event the expenditure is for an approved "Project", the VP or Project Manager shall approve the expenditure in advance and within the budget of the project as

approved by the membership.

10.1.1. Expedited Expenditures:

In the event that there is an urgent requirement (is to be defined by the Executive Board) for an expenditure such that it is necessary to expedite approval and not wait until the next Official Club Meeting for a membership, the Executive Board, by unanimous vote via telephone or email, may authorize an expenditure up to but not exceeding three hundred dollars (\$300.00).

10.1.1.1. The Club President shall conduct the vote and notify the Secretary/Treasurer of the unanimous approval.

10.1.1.2. Such expenditure must be brought forward at the next Official Club Meeting and justified as to both amount and urgency.

10.2. Receipts

All Purchases must have a receipt in order to be reimbursed. All payments will be by Club check from the Club checking account.

10.3. Credit or Debit Cards:

There will be NO Credit Cards put into effect capable of drawing on Club funds. A Debit Card capable of drawing only on the Club checking account is allowed. Only the Secretary/Treasurer and the President are to have access to it, and all transactions are to be reported on the Monthly Financial Statement.

Article 11 - CLUB LOCKER & FILE CABINET

11.1. File Cabinet:

The club will maintain a file cabinet to store a paper copy of all club records.

11.2. Electronic copies

Electronic copies of the Financial Statements (Abbreviated) and Meeting Minutes shall be posted on the web and members are free to download them.

11.2.1. All electronic files, templates, etc. are to be turned over to the new Secretary/Treasurer upon departure of the outgoing Officer.

11.2.2. The Club President shall likewise have a copy of all electronic files.

11.3 Club Locker:

The Club shall maintain a lockable locker on premises. The Executive Board shall have access to the Locker.

Article 12 - MEMBER EQUIPMENT STORAGE

12.1. Basic Guidelines:

The layout belongs to all members. No single member shall monopolize the yards or main lines. There are two types of storage possible; On Premises - On Layout (Type One) and On Premises - Off Layout (Type Two).

12.1.1. Type One Storage

All equipment in Type One Storage may be used, handled or moved by any other member, without notification, unless the equipment is in a siding, a portion of a siding or a staging track that has been designated by the Club as “dedicated” to that member’s use. Such designations shall be made by the Executive Board as the capabilities of the layout for storage grows or shrinks with projects and construction. Members will be provided communications about these changes and given adequate time to react appropriately. No member may store any other equipment on the layout other than that contained in his/her “designated” siding.

12.1.1.1. In the event equipment in such a “dedicated” siding must be moved for layout maintenance purposes, the member will be notified as soon as practical by the VP responsible.

12.1.2. Type Two Storage

Any member, except INACTIVE or UNDER DISCIPLINE members wishing to store locomotives or rolling stock in Type Two status may do so by neatly placing his/her equipment on the Club shelves, in the above the Layout room storage area or in neat, rolling, plastic containers under the layout where appropriate with clear markings as to the owner’s identity.

12.1.2.1. No member shall handle any other member’s equipment in Type Two storage except for those circumstances where such equipment is in danger of being damaged by building or layout maintenance or repairs.

12.1.2.2 As above, required movements shall result in the VP making notification to the member effected.

12.1.2.3 Potential members in the Probationary Status are only permitted Type Two Storage

12.2 Equipment Storage Limitations:

The following storage limitations shall be applied to the listed member classifications. (Neither Type One nor Type Two storage is guaranteed to any member)

12.2.1. FULL (Participating) & JUNIOR Members

These Members may store four (4) locomotives and as much rolling stock as desired on the layout so long as the entire length of the locomotives and rolling stock does not exceed thirty (30) feet of continuous length.

12.2.2. FULL (Non-participating), ASSOCIATE, and PROBATIONARY members are not permitted any Type One Storage.

12.2.3. INACTIVE Members are not permitted any storage on premises

12.3 Club Liability

The Club will not be held liable for any loss or responsible for any breakage or damage to any equipment stored in either Type One or Type Two storage. Each member stores their equipment with this knowledge and understanding. Each member stores his/her equipment accepting these conditions and shall make no claim against the Club or another member.

12.4 Abandoned Property

After a member reaches 6 months of inactive status and his or her membership is terminated, he or she will have 3 months to remove any personal property from the Club or it will be considered abandoned and will become club property. The member will be notified once during each of the three months following the membership termination to remove their property from the club. At the conclusion of the three calendar months, a final notice will be sent stating that any personal property has been considered abandoned and will be treated as club property. Note: Known extraneous circumstances, such as medical issues, resulting in a member falling into inactive status will be handled on a case by case basis.

Article 13 - CLUB DISCIPLINE

13.1 Basic Requirements

Members are to treat one another, Club property and the property of other members with respect. While differences of opinion can be strong and tempers can flare, it is to be understood and agreed by each member that mutual respect shall govern. This is a Club for the enjoyment of the hobby. A constant disruption of that enjoyment by any one person or group of people will not be tolerated.

13.2 Expulsion of a Member

There are certain behaviors that will result in immediate expulsion from the Club. They are:

Violence: Any type of violence to another member, to equipment or willful destruction of property regardless of ownership shall result in immediate expulsion.

Theft: Any type of theft shall result in immediate expulsion

Vandalism: Any act of vandalism with malintent, either inside the club room or to the outside of the Club building and it's surrounding structures shall result in immediate expulsion

13.3 All Other Violations:

There are too many types of disruptive behavior to list. However, each member should

understand the procedure for handling disputes and discipline.

13.4. Disciplinary/Complaint Procedure:

13.4.1. If there is a complaint brought by any member to an Officer regarding the behavior of another member, that Officer is obligated to bring the report to the Executive Board.

13.4.2. The Executive Board shall investigate the claim and the events surrounding the claim. This is to include discussions with the accused member.

13.4.3. The Officers are to recommend what they believe to be the appropriate penalty. The executive board will vote and approve a determination and/or penalty by unanimous vote. If the vote is not unanimous, it will be brought to the membership at the next official club meeting for a vote.

13.4.4. Approved recommendations are to be put in to place immediately and may include a fine of no more than twenty-five dollars (\$25.00), suspension of Club privileges for no more than three (3) calendar months or expulsion. There is no appeal from approved recommendations.

13.5. UNDER DISCIPLINE members (Expelled or Suspended members)

Such members are to return all keys and Club property immediately. They are to remove any personal property from the Club premises immediately.

13.5.1 Expelled members may not re-apply for membership for a period of two (2) calendar years. Such application will follow the normal application process including Initiation Fees, a background check, a FULL TWELVE (12) MONTH PROBATIONARY period, and a $\frac{3}{4}$ majority vote.

13.5.2. Suspended members may return to their previous status at the conclusion of the period of suspension and following a membership majority vote to restore them at an official Club meeting.

13.5.3. Access to the Club premises is prohibited (including being a Guest of a member) to any Suspended or Expelled member for the duration of the suspension or expulsion. Any suspended member caught on premises during his/her suspension period will result in immediate expulsion.

13.5.4 Failure to sign the suspension notice after membership approval will result in immediate termination of membership.

13.6. All records of Club discipline are to be recorded in the Club files by the Secretary/Treasurer

Article 14 - MISCELLANEOUS

14.1. Guests:

Guests are to be made welcome. Guests of members shall be encouraged to visit except for Official Club Meetings. Guests and their actions shall be the responsibility of the host member.

14.1.1. Only FULL and ASSOCIATE members are permitted to bring guests. Guests of members in PROBATIONARY status must be approved by the respective VP.

14.1.2. Guests of ASSOCIATE and PROBATIONARY members are permitted only on Wednesdays between the hours of 6 pm and 9 pm (except for the Official Club Meeting), unless specific arrangements are made with a FULL member for an ASSOCIATE member or a member of the Executive Board for a PROBATIONARY member.

14.1.3. Members are not permitted to bring any more than TWO guests at any given time unless authorized by the Board.

14.2. Cleanliness:

All work areas and major project areas shall be left in a reasonably clean, orderly status any time work has been halted and especially when an effort has been completed.

14.2.1. Club Clean Up

Members of the Executive Board can assign various clean up tasks to specific members, but all members are expected to participate in Club Clean Up and maintenance on a regular basis.

14.3. Smoking and Alcohol Consumption:

The Club Room shall be a non-smoking, non-alcohol consumption area. Members and guests under the influence of drugs or alcohol are not permitted in the club under any circumstances.

14.4. Premises Key

Under no circumstances shall the building key be duplicated by anyone other than the club Secretary/Treasurer or President.

14.5. Personal Items

Personal items placed on the layout shall be listed in one of two categories. The Club Secretary/Treasurer will maintain a record of these items and a copy will be kept in the Club File Cabinet.

14.5.1. Donated Items

Donations are items that have been specifically donated by an individual and become Club property. This will include all items that are incorporated into a scene on the layout. An example of this is the Iron Hill Rock Crusher. This item includes several structures, ore cars, figures, vehicles, lights, signs and a locomotive.

14.5.2. Loaned Items

Loaned items are those items loaned to the club by an individual. Usually, these items are not incorporated into a scene, but serve as “stand alone” items that may be removed by the owner without damage to the layout. An example of this is the brass water-loading unit near the roundhouse. However, the owner must notify an officer of the club of his/her intention to remove the particular item on loan to the club.

Article 15 - CLUB COMMUNICATIONS

15.1 Statement

It is in the Club’s best interest that it communicates to members and the railfan community and the general public at large. The Club shall take full advantage of a website and printed material both electronic and paper.

15.2 Communications/Advertising Chair

The VP Communications will serve as the Communications/Advertising Chair

TRAIN REQUIREMENTS – Article 16

16.1 Purpose:

The purpose of the train requirements is to allow fluent usage of the layout and the system in the club. Certain measurements lead to less wear on track, and provide better operations for not only individual members but the entire membership in all.

16.2 Requirements:

Below is a list of requirements we find best fit for our layout and club. Any clarification can be given from current members of the club if needed.

- **Metal Wheels on rolling stock**
- **Metal couplers for locomotives and rolling stock.**
- **Good Coupler Height: Meaning couplers must have $\frac{3}{4}$ contact between knuckles.**
- **If a locomotive is continuing to cause problems, it is expected that the owner should remove it. If the owner does not do so, then another member may remove it to prevent more in-depth issues from occurring.**
- **Sound locomotives to be kept below 90 dB**

16.3 Applicable Equipment

The requirements listed above apply to any equipment placed on the layout, included but not limited to show trains, extra trains, and any equipment designated for industry use. Equipment placed on the layout for communal (industry) use that is found in violation of the above requirements will be removed from the layout until the issue is rectified by the owner.

