

**BY-LAWS of the High Desert Modular Model Railroad Club**

**HDMMRC**

**High Desert Modular Model Railroad Club**

**BY-LAWS**

**March 4, 2010**

# **BY-LAWS of the High Desert Modular Model Railroad Club**

## **TABLE OF CONTENTS**

<b><u>TOPIC</u></b>	<b><u>PAGE</u></b>
<b>ARTICLE I</b>	<b>NAME and PURPOSE</b>
Section 1.	Name..... 4
Section 2.	Purpose..... 4
<b>ARTICLE II</b>	<b>MEMBERSHIP and DUES</b>
Section 1.	Eligibility.....4
Section 2.	Application.....4
Section 3.	Admission..... 4
Section 3a.	Probationary Membership Materials..... 4
Section 3b.	Conclusion of Probationary Membership..... 4
Section 4.	Classes of Membership..... 5
Section 4a.	Active Membership Requirements.....5
Section 5.	Dues Schedule..... 6
Section 6.	Military Service and College Enrollment.....6
Section 7.	Suspension of Members..... 6
Section 8.	Membership Roster..... 7
Section 9.	Leave of Absence..... 7
<b>ARTICLE III</b>	<b>MEETINGS of the MEMBERS</b>
Section 1.	Date, Time, and Location of Business Meetings..... 7
Section 2.	Special Meetings..... 7
Section 3.	Quorum for Meetings..... 7
Section 4.	Order of Business..... 7
Section 5.	Notice of Meetings..... 8
Section 6.	Attendance at Meetings..... 8
Section 7.	Procedural Guidelines..... 8
Section 8.	Voting..... 8
Section 9.	Prohibited activities at meetings and/or events.....8
<b>ARTICLE IV</b>	<b>ELECTION of OFFICERS</b>
Section 1.	Nominating Time Period..... 8
Section 2.	Eligibility to Hold Office..... 9
Section 3.	Willingness to Accept Office..... 9
Section 4.	Nominations from the Floor..... 9
Section 5.	Election of Officers..... 9
Section 6.	Tie Vote Procedures.....9

# **BY-LAWS of the High Desert Modular Model Railroad Club**

## **TABLE OF CONTENTS**

<b><u>TOPIC</u></b>		<b><u>PAGE</u></b>
<b>ARTICLE V</b>	<b>ORGANIZATION</b>	
Section 1.	Board of Officers.....	9
Section 2.	Newly Elected Officers.....	10
Section 3.	Vacancy of Office.....	10
Section 4.	Authority of Board of Directors.....	10
Section 5.	Board of Officers Meetings.....	10
Section 6.	Board of Officers Requirements.....	10
Section 7.	Duties of Officer.....	10
<b>ARTICLE VI</b>	<b>COMMITTEES</b>	
Section 1.	Chairperson.....	11
Section 2.	Module Committee.....	11
Section 3.	By-Law Review Committee.....	12
Section 4.	Standards Committee.....	12
Section 5.	Website Committee.....	12
Section 6.	Special Committee.....	12
<b>ARTICLE VII</b>	<b>EVENT OPERATIONS</b>	
Section 1.	Event Operations Staff.....	12
<b>ARTICLE VIII</b>	<b>REVISION OF BY-LAWS</b>	
Section 1.	Procedures for Revision.....	13
<b>ARTICLE IX</b>	<b>GENERAL</b>	
Section 1.	Liability.....	13
Section 2.	Dissolution of the HDMMRC.....	13

# **BY-LAWS of the High Desert Modular Model Railroad Club**

These By-Laws of the High Desert Modular Model Railroad Club (HDMMRC) were approved by the membership at a meeting held on March 4, 2010.

## **ARTICLE I NAME and PURPOSE**

### **Section 1. Name**

The name of this organization shall be the *High Desert Modular Model Railroad Club*, herein referred to as *HDMMRC*. Its headquarters shall be in Lancaster, California.

### **Section 2. Purpose**

In accordance with the HDMMRC Charter, the purpose of the organization is to be devoted to the promotion and enjoyment of model railroading as a hobby.

## **ARTICLE II MEMBERSHIP and DUES**

### **Section 1. Eligibility**

Any person of good character, eighteen (18) years of age or older shall be eligible for membership in the HDMMRC. Must also be an NMRA member. Minors between fourteen (14) and seventeen (17) years of age shall be eligible for membership with the written consent of one parent or guardian on the membership application. Where written parental consent is required for membership, as provided in this section, the signature of the consenting parent or guardian must be witnessed by an Officer. See Section 4 of this Article for membership classes.

### **Section 2. Application**

Each application for membership must be made in writing. It will be reviewed by the Board of Officers to accept or deny Probationary Membership as specified in Section 3 of this Article.

### **Section 3. Admission**

Admission to Probationary Membership, having provided documented proof of active NMRA membership, is subject to approval by the Board of Officers. An applicant thus qualified, shall be declared elected to probationary membership in the organization. An applicant accepted into Probationary Membership status shall be liable to pay the initiation fee as specified in Section 3 of this Article.

### **Section 3a. Probationary Membership Materials**

Within the first month of Probationary Membership, a copy of the By-Laws and other related materials pertaining to membership and club activities shall be made available to each new member as guides for general club orientation of the Probationary Member. Included will be explanations concerning the requirements for concluding probation and achieving active membership.

### **Section 3b. Conclusion of Probationary Membership**

At the conclusion of ninety (90) days as a Probationary Member, each person who has met the requirements of Probationary Membership shall be accepted as a full member in their class.

# **BY-LAWS of the High Desert Modular Model Railroad Club**

## **Section 4. Classes of Membership**

There are four (4) classes of membership. The listing and description of each class are as follows:

- ***Regular Membership***: Active members shall consist of those members who have fulfilled their obligations as described in Section 4a of this Article. Active members shall have the right to vote, be eligible to hold office after reaching eighteen (18) years of age may participate in all club activities and shall pay dues as prescribed in Section 5 of this Article. The immediate members of an Active Members family are entitled to attend HDMMRC events and participate as appropriate.
- ***Family Membership***: Family membership shall consist of those members, in the same household, approved by a majority vote of the membership. Family membership shall have all the rights of a regular member. Family membership shall have one (1) member in the family, over the age of eighteen (18), the right to vote and may participate in all club activities and shall pay dues as prescribed in Section 5 of this Article. Family membership is good until revoked by a majority of the members present and voting at a regular meeting of the club. The head family member must supervise all family members under the age of fourteen (14) that are in their group.
- ***Junior Membership***: Junior members shall consist of those members between the age of fourteen (14) and seventeen (17) years of age, who have parental consent, and who have fulfilled their obligations as described in Section 4a of this Article. Junior members shall not have the right to vote and shall not be eligible to hold office until the age of eighteen (18). May participate in all club activities and shall pay dues as prescribed in Section 5 of this Article.
- ***Probationary Membership***: Probationary members shall consist of those members who shall comply with Sections 3 and 3a of this Article and Article VII. Probationary members shall not have the right to vote, shall not be eligible to hold office, but may participate in all club activities and shall pay dues as prescribed in Section 5 of this Article.

## **Section 4a. Active Membership Requirements**

Active members must commit themselves to the minimum requirements monthly as described below.

- Each member shall maintain his / her paid dues monthly or in advance.
- Members, in good standing, who are eligible to vote at the monthly meeting.
- Each member will maintain his / her NMRA membership. Any member who allows his / her NMRA membership to lapse for any period of time shall be dropped from club membership immediately.
- Members who become delinquent in dues for at least three (3) months shall be suspended from club activities upon approval of a majority vote of the Board of Officers.

## **BY-LAWS of the High Desert Modular Model Railroad Club**

- Members who become delinquent in dues for at least six (6) months shall be dropped from membership upon approval of a majority vote of the Board of Officers.
- Members who are subject to suspension or dropped from membership may appeal the decision, in writing, of the Board of Officers within ten (10) days of receipt of a notice of the board's decision. The appeal must state the reason for appeal, the reason for delinquency in dues, and the contact information of the member requesting the appeal. The Board of Officers shall review the circumstances of a member's appeal and may amend their decision. A decision based upon an appeal reviewed by the Board of Officers shall be final.

### **Section 5. Dues Schedule**

Dues are paid as follows:

- Regular Member – Dues will be determined by the general membership with a two-thirds (2/3) vote.
- Family Member – Same as regular membership dues. One membership per family.
- Junior Member – Fifty percent (50%) of regular membership dues
- Probationary Member – Dues will be determined on the class of membership.
- Initiation Fee – Determined by the Board of Officers.  
NOTE: The Board of Officers can waive the initiation fee.

### **Section 6. Military Service and College Enrollment**

Members who enter military service and are transferred outside of the High Desert area or who enroll full-time in a college or university outside the High Desert area shall be entitled to retain their membership and have their dues suspended for the period without being required to meet the membership requirements as specified in Section 4a of this Article.

### **Section 7. Suspension of Members**

By decision of a majority of the Board of Officers, any member may be suspended for up to thirty (30) days for conduct detrimental to the Club. A suspended member shall have the right to defend himself / herself before Board of Officers. The Board of Officers shall be convened within seven (7) calendar days of receipt of a written request, addressed to the HDMMRC President, for such a hearing. The suspended member may appear before said Board of Officers in person. A member may request convening the Board of Officers for the purpose of bringing charges against another member. Such a request shall be in writing to the HDMMRC President or any Board of Officers member and shall cite, in detail, the allegations. Said request shall be answered to the complainant, in writing, within seven (7) calendar days. If the Board of Officers is to be convened, all parties to the action will be notified in writing as to the complainant, the defendant, the charges, the date, and the time set for the hearing. A member may be suspended or dropped from the Club by the recommendation of the Board of Officers for misconduct or other cause and a two-thirds (2/3) vote of the members present and voting at a regular meeting of

## **BY-LAWS of the High Desert Modular Model Railroad Club**

the club. Said member shall be given opportunity to speak prior to the vote. During the thirty (30) -day suspension periods, the Board of Officers may elect to terminate the suspension and bring the member back to active member status. Members in a suspension status forfeit all rights and privileges of club membership, but must maintain their dues.

### **Section 8. Membership Roster**

A roster shall be kept current by the Secretary. In alphabetical sequence, each member's listing shall include his / her name, home address, contact telephone number, email, membership class, NMRA number, expiration date, club membership number and color. This list will be provided, upon the individual's request, in printed form or in electronic form and distributed by email, postal mail or at the monthly meeting annually at a minimum.

### **Section 9. Leave of Absence**

If any member experiences a personal hardship, which causes the member to be unable to fulfill his / her commitment to the club, the Board of Officers may approve a leave of absence for that member. One example of such circumstances is an extended severe medical condition. A member in a leave-of-absence status will be dropped from club membership, however upon reinstatement shall be exempt from the requirements of this Article.

## **ARTICLE III MEETINGS of the MEMBERS**

### **Section 1. Date, Time, and Location of Business Meetings**

Regular business meetings of members of the HDMMRC shall be held at least once per month. The date, time, and location of these meetings shall be determined by a two-thirds (2/3) vote of the members attending the prior general membership meeting. Advisement of such meeting details will be given to all members as provided in Section 5 of this Article.

### **Section 2. Special Meetings**

The HDMMRC President may call a special meeting of the members.

### **Section 3. Quorum for Meetings**

Fifty percent (50%) of the total HDMMRC membership plus one (1) person, shall constitute a quorum. If no quorum is present, the meeting shall be canceled and topics of business will be discussed at the next business meeting unless urgent administrative business necessitates that the meeting be rescheduled to a date not less than seven (7), and not more than fifteen (15) days thereafter. Notice of a postponed meeting shall be given as provided in Section 5 of this Article.

### **Section 4. Order of Business**

The order of business at an HDMMRC business meeting shall follow the general rules of Robert's rule.

1. Call to Order
2. Attendance recorded by Secretary

## **BY-LAWS of the High Desert Modular Model Railroad Club**

3. Approval of previous meeting minutes
4. Report of Treasurer
5. Report of Committees
6. Old Business
7. New Business
8. Announcement of Upcoming Events
9. Elections, when applicable
10. Adjournment

### **Section 5. Notice of Meetings**

Notice of any membership meeting shall be given to all members in a timely manner.

### **Section 6. Attendance at Meetings**

At meetings, the Secretary shall record all members and guests in attendance.

### **Section 7. Procedural Guidelines**

Robert's Rules of Order, Newly Revised, shall apply as procedural matters not otherwise provided for in these By-Laws. The Secretary shall have an available copy of Robert's Rules of Order.

### **Section 8. Voting**

Except where herein specifically provided, all voting, whether voice, roll call or secret ballot, a majority vote of the members present and voting shall be necessary for passage of any motion or action.

### **Section 9. Prohibited activities at meetings and/or events.**

All meetings and/or official events of the HDMMRC shall be free of alcohol, and the use, possession, or distribution of illegal substances.

## **ARTICLE IV ELECTION of OFFICERS**

### **Section 1. Nominating Time Period**

During the months of November and December, the HDMMRC membership shall nominate officers for the following year.

# **BY-LAWS of the High Desert Modular Model Railroad Club**

## **Section 2. Eligibility to Hold Office**

Regular members in good standing, eighteen (18) years of age or older, are eligible to hold office in the HDMMRC as prescribed below.

- All nominees for President must have been a Regular member, in good standing, of the HDMMRC for a minimum of two (2) years.
- All nominations for Vice-President, Secretary, Treasurer, and Sergeant-at-Arms, must have been a Regular member, in good standing, of the HDMMRC for a minimum of one (1) year.

## **Section 3. Willingness to Accept Office**

Nominees for any office shall signify whether they accept or decline their nomination, in writing if not present.

## **Section 4. Nominations from the Floor**

Nominees for any office, received from the floor, can be received all the way up to the election. A motion, and subsequent club majority vote, is required to close all nominations.

## **Section 5. Election of Officers**

Election of officers shall be by secret ballot at the HDMMRC December business meeting. A nominee is declared elected only after receiving a majority of the votes cast for his / her office.

## **Section 6. Tie Vote Procedures**

In the event of a tie, the nominee receiving the least number of votes shall be dropped from the next ballot. Votes shall be cast for the remaining nominees. This procedure shall be repeated until one (1) nominee receives a majority of the votes cast.

# **ARTICLE V ORGANIZATION**

## **Section 1. Board of Officers**

The HDMMRC Board of Officers consist of:

- President, one (1) year term
- Vice President, one (1) year term
- Secretary, two (2) year term
- Treasurer, two (2) year term
- Sergeant-at-Arms, two (2) year term

# **BY-LAWS of the High Desert Modular Model Railroad Club**

## **Section 2. Newly Elected Officers**

Newly elected officers shall assume their responsibilities at the January meeting. Outgoing Officers and Committee Chairpersons shall serve until their respective successors assume their duties at the start of New Business.

## **Section 3. Vacancy of Office**

Vacancies occurring in any office shall be filled for the unexpired term by a two-thirds (2/3) vote of the general membership at the next regular business meeting.

## **Section 4. Authority of Board of Officers**

The Board of Officers shall have the general direction and control of affairs of the HDMMRC as provided in the By-Laws of the HDMMRC. In addition to the duties customarily performed by boards of officers, the Board of Officers shall maintain a club checking account for deposit of all club treasury funds with the club Treasurer as the principal officer and administrator of it. Three (3) members of the Board of Officers are required to sign for authorization into the checking account. The Board of Officers may authorize club expenditures up to a \$100.00 limit; above which said expenditure must be approved by a majority vote of the general membership.

## **Section 5. Board of Officers Meetings**

Regular meetings of the Board of Officers shall be held annually at a minimum. The President, or in his / her absence, the Vice President, may call a special meeting of the Board of Officers at any time; and shall do so upon request of two (2) members of the Board of Officers.

## **Section 6. Board of Officers Requirements**

If an HDMMRC Officer fails to attend at least three (3) regular business meetings or misses three (3) Board of Officers meetings which are unexcused or otherwise fails to perform his / her duties as an officer, or member of the HDMMRC, or if he / she ceases to be a member in good standing, the office shall be declared vacant by the Board of Officers and the vacancy filled as provided in Section 3 of this Article.

## **Section 7. Duties of Officers**

- The ***President*** shall preside at all meetings of the membership and at all meetings of the Board of Officers; shall represent the organization to the general public and appoints Chairpersons for committees.
- The ***Vice President*** shall act under the direction of the President, and during the absence or disability of the President shall have and exercise all the powers, authority and duties of the President.
- The ***Treasurer*** shall act as the custodian of all funds, securities, valuables, negotiable papers and other assets of the organization. He / she shall maintain adequate records of all the assets and liabilities of this organization. He / she shall report on the financial condition of the organization to the members and to the Board of Officers at their regular business meeting. His / her accounts and vouchers shall at all times be open to inspection by the Board of Officers or to authorized auditors. HDMMRC funds, other than petty cash funds, shall always be kept in a bank. All disbursement of funds of HDMMRC shall be made by debit

# **BY-LAWS of the High Desert Modular Model Railroad Club**

card or by check, signed by the Treasurer, or in his / her absence, signed by the President; provided, however, that the Board of Officers may by resolution provide for the establishment and replenishment of a petty cash fund for postage, and for defraying other expense items of this organization. The amount of this fund shall be at the discretion of the Board of Officers.

- The ***Secretary*** shall issue, or cause to be issued, notices for monthly meetings of the members of this organization as prescribed in these By-Laws, shall prepare and maintain full and correct records of all general business meetings, and the Board of Officers. Also maintains the official membership roster and tracks the NMRA membership status of all club members. During the absence or disability of the Vice President, he / she shall have and exercise all the powers, authority, and duties of the Vice President. Copies of HDMMRC organizational documents, its' By-Laws, and any amendments thereto, returns of nominations and elections, proceedings of all meetings of the members and Officers and Chairpersons, shall be recorded. The Secretary shall have custody of all HDMMRC books and other records. All records shall be available to all dues paying HDMMRC members in good standing.
- The ***Sergeant-at-Arms*** shall serve on the Board of Officers and maintains order at official club functions.

## **ARTICLE VI COMMITTEES**

### **Section 1. Chairperson**

The primary responsibility of each chairperson is to assure that the functions of the defined committee are fulfilled for the general benefit of the HDMMRC. Each HDMMRC Chairperson will solicit the help of any willing HDMMRC member to perform the committee's task. The President appoints the chairperson for the current calendar year. A member shall not be the chairperson of more than three (3) committees at any one (1) time. The HDMMRC committees are:

### **Section 2. Module Committees**

- ***Module Construction Committee: (NOT inclusive of scenery or electrical)***
  - Responsible for basic module(s) construction,
  - Responsible for obtaining materials,
  - Responsible for maintaining conformity with NMRA and HDMMRC standards.
- ***Module Electrical and DCC Committee:***
  - Responsible for all electrical planning,
  - Responsible for maintaining conformity with NMRA and HDMMRC standards.
- ***Module Scenery Committee:***
  - Responsible for overall scenery planning,

# **BY-LAWS of the High Desert Modular Model Railroad Club**

- Aid all HDMMRC members with scenery construction and techniques,
- Responsible for the overall scenery of HDMMRC-owned modules.
- **Module Trackage Committee:**
  - Responsible for overall HDMMRC trackage planning for all modules,
  - Assures that all trackage conforms to the NMRA and HDMMRC standards,
  - Accepts and reviews all individual HDMMRC member's applications, plans, ideas, etc. for recommended trackage on each module that is in addition to the basic NMRA trackage standards. Bring reviewed trackage applications to a HDMMRC business meeting for final approvals.

## **Section 3. By-Laws Review Committee**

This committee should be composed of a minimum of three (3) members to review these By-Laws every three (3) years or sooner if deemed necessary by the President.

## **Section 4. Standards Committee**

This committee is responsible for maintaining and updating the HDMMRC Module Standards and the HDMMRC Rolling Stock and Locomotive Standards documents, and to present these documents to the general membership for approval.

## **Section 5. Website Committee**

Responsible for updating the HDMMRC's website, and responding to all e-mail inquiries.

## **Section 6. Special Committee**

Special purpose committees are created as needed.

# **ARTICLE VII EVENT OPERATIONS**

## **Section 1. Event Operations Staff**

The event operations staff consists of a Superintendent, one (1) or more Trainmasters, and one (1) or more Yardmasters to supervise the entire event. Duties of the staff members are:

Superintendent:

- Coordinates the entire event
- Appoints additional members for special duties as required

Trainmaster(s)

- Supervises and controls train operation on the layout mainline during an event

Yardmaster(s)

- Supervises and controls all yard operations that interfaces with the mainlines

# **ARTICLE VIII REVISION of BY-LAWS**

# **BY-LAWS of the High Desert Modular Model Railroad Club**

## **Section 1. Procedures for Revision**

Any amendment to these By-Laws may be submitted to the By-Laws Committee at a regular business meeting. The proposal shall be discussed by the membership and a vote will occur as to whether the Bylaws Committee shall be convened to consider the matter. The Bylaws Committee shall be convened by a majority vote of those present and voting. The committee has three (3) business meetings to return its findings for deliberation by the general membership. At said meeting, a two-thirds (2/3) majority of those present and voting is required for passage.

## **ARTICLE IX GENERAL**

### **Section 1. Liability**

Given that reasonable care is taken, the HDMMRC shall not be held responsible for the condition of, or damage to, personal property while in the custody of the HDMMRC. No member shall be held responsible for the condition of, or damage to, HDMMRC property or other members' personal property.

### **Section 2. Dissolution of the HDMMRC**

Any member in good standing may present a proposal to dissolve the HDMMRC. This proposal shall be accepted, tabled and brought forward at the next regularly scheduled business meeting for the debate and vote by secret ballot. Passage will be by a two-thirds (2/3) vote of the general membership. In the event of dissolution, disposition of the HDMMRC's assets shall be recommended by the Board of Officers, subject to the approval of a two-thirds (2/3) vote of the general membership.