

ROSS RAILS MODEL RAILROAD CLUB Est. 2006

CONSTITUTION and BY-LAWS

ARTICLE I CLUB NAME and PURPOSE.

SECTION 1. The official name of this organization shall be **Ross Rails Model Railroad Club**.

SECTION 2. The purpose of this organization shall be to increase the satisfaction of its members in the hobby of model railroading by providing an operating layout, by promoting interest in, and better understanding of, model railroading, and by encouraging fellowship among persons interested in the hobby, and to provide an interesting presentation to the general viewing public.

ARTICLE II ELECTED OFFICERS and THEIR DUTIES.

SECTION 1. The administrative officers of the Club shall be an elected **President, Vice-President, Secretary and Treasurer**, whose duties are as follows:

- A. **The President** will be the principle Executive Officer of the Club and its spokesperson. The president will enforce the Constitution, By-Laws and other rules of this Club, create special committees as the need arises, bring to a vote any suggestions or concerns, ensure that all officers perform their duties and to assist them with advice as applicable, shall announce decisions as made by The Board with respect to Club operation and to conduct all business meetings.
- B. **The Vice President** will assume the duties and responsibilities in the absence of the President. The Vice President shall serve as the Program Chairman and the Librarian and shall maintain a permanent record of all gifts and donations in the form of rolling stock and structures to the Club and shall maintain a record of items that can be removed by members, herein called “so stated items”.
- C. **The Secretary** will keep permanent minutes of all regular and special business meetings, in triplicate: one copy for the President, one copy for the permanent library record book and one copy for the Secretary. This officer shall keep attendance and status and personal records of the membership, accept and process new membership applications as well as notification of intent to go inactive. The Secretary will publish and distribute Club rosters, the Constitution By-laws and ensure that each member and probationary member has a copy, and will prepare all official correspondence of the Club.
- D. **The Treasurer** will be responsible for the collection and safekeeping of all monies. The treasurer will promptly notify all members who fall behind more than one month in payment of dues. This officer will prepare and present a quarterly financial report to the Club, with a copy to the President and the Secretary and one copy for the permanent library record book, and issue payment for all purchases made under authority of these by-laws.

ARTICLE III – BOARD OF OFFICERS.

SECTION 1. **The Board of Officers (herein to be known as The Board)** will consist of all elected officers. They will make the preliminary decisions pertaining to the operation of the Club, discipline, and relationships to other persons and organizations, and all other actions normally applicable to governing the operation of the Club, and then present it to the members for a vote. The greater part of the responsibility for the welfare of the organization is reposed in this group of officers. The Board shall have the right to appoint Staff as may be needed to carry out the functions of building and operating the Club layout.

ARTICLE IV - ELECTION OF OFFICERS.

SECTION 1. The election of officers shall be by a quorum vote of the voting members, at the November business meeting. The tour of duty in office shall commence on January 1, for a term of two years. Officers may be re-elected to the same post for any number of terms.

SECTION 2. After being in the Club as a Regular Member, in good standing, for two years any person is eligible to run for any office.

SECTION 3. In no event shall one person hold two offices on The Board at the same time.

SECTION 4. A vacancy in any office shall be filled by a quorum vote of voting members at the next regular or special business meeting occurring after the vacancy.

ARTICLE V – VOTING.

SECTION 1. Voting privileges shall be extended only to **Regular Members in good standing**. These members are referred to herein as **Voting Members**.

SECTION 2. A quorum of voting members must be present at a business meeting for the approval of business, except as otherwise provided herein.

SECTION 3. Voting Members shall have the privilege of written proxy which includes E-Mail.

SECTION 4. A quorum of voting members will be required to rescind previously approved business.

ARTICLE VI - MEMBERSHIP.

SECTION 1. There shall be 4 classes of membership in the Club.

- A. Probationary Candidate** – Defined as a person applying for membership, either Regular or Youth and having completed the written application will be required to undergo a probationary period of six months.
1. This period shall extend from the date of application approval by The Board to the first regular or special meeting following the end of the probationary period.
 2. This candidate will pay regular fees during their probationary period.
 3. A candidate must attend a $\frac{3}{4}$ percent of the Clubs functions during the probationary period.
 4. Upon completion of the probationary period, a vote of acceptance of the candidate shall be held and the vote must be **unanimous** of voting members. Voting will be by written ballot.
 5. In the event of rejection of the candidate, all fees paid by the candidate during the probationary period shall not be refunded.
 6. At the discretion and recommendation of The Board, a motion may be entertained, subject to the approval of the quorum of the voting members, for the extension of the probationary period of any person, for a term not to exceed three months.
 7. Conferring Regular or Youth membership to the candidate shall be subject to all other applicable provisions of this Constitution.
- B. Regular Member** – Defined as a person, eighteen years of age or older, interested in model railroading, which, is in compliance with all the provisions described herein.
- C. Youth Member** – Defined as a person, fourteen through seventeen years of age, interested in model railroading, which is in compliance with all the provisions described herein.
1. The youth member must be accompanied by a parent or responsible guardian who will accept the Actions of the youth while engaged anywhere on a Club sponsored project.
 2. A youth member shall not have a voting right.
 3. A youth shall not have a key to the train room or be present in the train room by himself.

4. A youth may not hold an officers position.
5. A youth Member shall automatically become a Regular Member on attaining their eighteenth birthday and then has all Regular member privileges.

D. Inactive Member – Defined as a Regular or Youth Member who requests a leave of absence, in writing, fully explaining the reason for the request.

1. The Board shall consider the request based upon compelling reasons for extended absence, due to illness, interference with job responsibilities, or schooling, but not limited to the foregoing.
2. If, in the opinion of The Board, the request is warranted, and by surrendering club property and by paying all outstanding debts to the Club, The Board may grant Inactive status for a period not to exceed one year. Any request for an extension beyond that period shall be approved by a quorum of the voting members.
3. A person on Inactive status who does not return to Active Status on or before the expiration of his granted inactivity, shall be considered to have voluntarily resigned.
4. An Inactive Member shall pay a fee of \$12.00 annually, payable in advance of granting of such status, and on the anniversary of same
5. Failure of an Inactive Member to maintain their financial obligations to the Club, shall constitute cause for involuntary termination of membership.

SECTION 2 - Readmitting a Member

- A.** A member who resigned in good standing may be readmitted without the probationary period upon application to and recommendation by The Board and subsequent approval by a quorum vote of the voting members at the first regular or special meeting following the application.
1. The Member will be required to pay the \$30.00 initiation fee.
 2. All previous months of regular membership in good standing shall count toward eligibility for elected office,
 3. This member may not run for office for one year, from date of reinstatement.
 4. The number of months of previous regular membership will be declared at time of reinstatement.
- B.** A Member who has been dismissed for cause, may not be readmitted.

SECTION 3 – Membership Limit.

- A.** The total number of regular and youth members in the Club shall be limited to (15) active persons.
1. This provision shall not act to prevent the reinstatement of an Inactive Member or a person already in the probationary status
 2. No new candidates will be accepted while the total remains at fifteen members.
 3. A candidates name will be put on a waiting list and will be notified of an opening by the Secretary.

SECTION 4 – Termination of Membership.

- A.** Any member may voluntarily terminate their membership in good standing by stating their intentions in writing to The Board, surrendering all assigned keys and Club property and by paying all outstanding debt to the Club.
- B.** If, in the opinion of The Board and a quorum of the voting members, a member of any class, carelessly or willfully neglects to perform their duties and/or maintain their responsibilities toward the Club and other members, then, upon passage of a resolution to this effect, said member shall be formally notified in writing of dereliction.
1. A second determination of status shall be made at the end of the month following the notification.
 2. If at that time a quorum of the voting members determines that the offending member has not improved their ways, their membership is terminated.
 3. This person will be asked to return all keys and Club property.

ARTICLE VII - FEES

- SECTION 1** A member is considered “**IN GOOD STANDING**” when they are current with their dues or other debts owed to the Club. A member can not be in arrears more than 60 days.
1. **A member not “in good standing”** may not participate in work sessions, operating sessions or have voting rights.
 2. This person may become re-activated by paying all debts owed to the Club.

SECTION 2 All regular and probationary adult members shall pay a **annual fee of \$120.00** or payments of \$10.00 a month.
1. If a person joins after the year has started, the fee will be \$10.00 a month until the end of the year.
2. The Clubs year is from January 1, to December 31.

SECTION 3 A youth member shall pay a annual fee of \$60.00 or payments of \$5.00 a month.

SECTION 4 An **initiation Fee** of \$30.00, (\$15.00 Youth), shall be payable upon election into membership.

SECTION 5 The annual fee covers the cost of Liability Insurance, Tuesday night room usage fee to the School and to purchase material for building and upkeep of the layout.

ARTICLE VIII - IMPEACHMENT

SECTION 1 Any officer may, for cause, be impeached and removed from office. If, in the opinion of a quorum of voting members, an officer is negligent, or willfully fails to perform appointed duties, the officer may be withdrawn in the following manner; the quorum shall adopt a resolution to the effect that the officer has failed to perform duties satisfactorily, and shall promptly notify the officer in writing of their action. If after a period of one month, the quorum of voting members decide that the officer has not improved performance, a second quorum vote shall remove that officer from office.

ARTICLE IX – DISSOLUTION

SECTION 1 The Club may be dissolved only upon unanimous vote of the voting members.

BY – LAWS

ARTICLE I - MEETINGS

SECTION 1 Regular business meetings shall be held once each quarter year, on the first meeting night of the months of February, May, August, and November and start at 7:00 pm.

1. Meetings are held on the first Tuesday of the month.

SECTION 2 A special meeting may be called by either The Board, or by a quorum of Regular voting members, upon one week notice to all members.

SECTION 3 A quorum for the transaction of business at any regular or special business meeting shall consist of a majority of the voting members of the Club, and must include at least one officer.

SECTION 4 – Work sessions are held on the other Tuesdays of the month until such a time that the layout is completed.

ARTICLE II - PURCHASES

SECTION 1 The Board, acting on its own responsibility shall have the authority to authorize in value up to \$50.00 without prior approval.

SECTION 2 All single purchases in excess of the values stated in Sections 1 above shall be made only upon approval of a quorum of voting members

SECTION 3 To be reimbursed for the purchase of material, a receipt listing those items, must be submitted to the Treasurer

ARTICLE II – CONDUCT AND DISCIPLINE.

SECTION 1 No member shall use any Tobacco products, Illegal Drugs, Alcohol or Profanity in or around the physical facilities of the Train Room and School property.

SECTION 2 No member shall operate or handle equipment and other property belonging to another member without prior approval, excepting that the placing of locomotives and rolling stock on the layout in preparation for an operating session shall constitute implied permission when handled in a responsible manner.

SECTION 3 Members by accepting such status (membership) indicate willingness to observe all rules and regulations of the Club, and to conduct themselves in a responsible and acceptable manner while on Club premises, or while engaged in a Club activity elsewhere. Gross infraction of the letter or spirit of this provision shall constitute grounds for punitive action by The Board against the offending member, including but not confined to, fines and or suspension. Continued disregard for the safety or sensibilities of members shall constitute ground for termination.

SECTION 4 Members shall at all times practice care in their treatment of physical facilities of the Club rooms, which are not Club property.
The last person off the premises during any session is responsible for turning off lights, heat, layout 110 volt power and disconnecting any device that might cause a fire if left unattended and to appropriately lock all required facilities.

SECTION 5 Members are responsible for the conduct of any visitors they may bring to the premises.

SECTION 6 Only regular members shall be entrusted to enter the Club rooms by themselves.

ARTICLE III - INSURANCE

SECTION 1 The Ross School District requires the Club to carry \$1,000,000.00 of Liability Insurance.

1. Currently it is with Ingram Insurance Agency Inc. 513-867-1047, and is due on March 15th. every year.

ARTICLE IV – MISCELLANEOUS REGULATIONS.

SECTION 1 Guest and Visitors

1. No guest or visitors shall run trains or participate in the operation or building of the layout.

SECTION 2 Donated Material

1. If permanently installed like scenery, track, wiring, bridges, turn table or buildings that are necessary to the operation of the layout, it will become property of Ross Rails.
2. A building, vehicles, railroad cars or people or items not necessary to the operation, can be removed by the owner when they leave the Club if they so desire, if it was “**so stated**” when it was installed on the layout by the owner.
3. A record of the “**so stated items**” will be kept by the Vice President.

SECTION 3 ROOM USAGE COST

1. The Club dues cover the regular session nights. If a member or members wish to use the room on any other day, they must pay a total fee of \$5.00 between them for each days use.
2. Every member and visitor is required to sign in and date the Log Sheet for every visit to the Train Room.
3. Room usage fee is required only if the member (s) stay in the room is for one hour or more.
A 15 to 20 minute stay or visit, is not considered room usage. The visit must be recorded on the Log Sheet

SECTION 4 LIBRARY

- 1 The extensive Library, called "The Hyde Library" is available to all members of Ross Rails, G.C.M.R.A. and Cincinnati Northern, railroad club members.
- 2 The books can be borrowed and removed from the premises just like a regular library.
- 3 The books may only be borrowed by the complete yearly binder, no single books may be borrowed.
- 4 The books may be borrowed for no more than 4 weeks at a time, if not returned on time, a \$1.00 fee per week will be charged

ARTICLE LAST - AMENDMENTS

This Constitution and By-Laws may be amended at any meeting of the Club by a quorum vote of the voting members.