

**BURLINGTON COUNTY MODEL RAILROAD CLUB  
CINNAMINSON, NJ**

**CONSTITUTION**

**ARTICLE I  
(NAME)**

Section 1. The organization shall be known and designated as Burlington County Model Railroad Club, and shall hereinafter be referred to as “the club”.

Section 2. Purpose is to construct, operate, exhibit a model railroad for the satisfaction of the members, and enjoyment by the community.

**ARTICLE II  
(MEMBERSHIP)**

Section 1. There shall be five (5) categories of membership status, they are:

1. Full
2. Apprentice
3. Junior
4. Life
5. Sabbatical

Section 2. There shall be a limit of 35 full and junior members. There shall be a limit of 3 junior members. Members returning from sabbatical or returning former members may cause the total membership to exceed 35.

Section 3. At least two (2) Executive Officers shall meet with all new applicants (and their parents or guardians for Junior membership) to explain the rules and regulations of membership prior to acceptance of their application.

Section 4. The application form for membership in the club shall solicit basic information from the applicant and have other items added to or removed from it as the needs of the club may dictate. Completed applications shall be submitted in person to any Executive Officer, who shall note the date the application was received by the club. The officer will check membership limit status. If membership is closed, the application will be accepted and placed on a waiting list. If the membership is open, the applicant must also submit a non-refundable \$25 application fee along with the first month’s dues. An applicant will be considered an apprentice member immediately upon receipt of their application and payments.

Section 4b. When a membership opening becomes available, the next applicant on the waiting list will be notified, and have 30 days to accept and make required payments.

Section 5. Applications will be accepted any time. Apprenticeship training will commence only during the period of March 1 through September 30, Applicants are welcome to visit the club during working sessions, get familiar with the members and club operations, but will not be permitted to operate trains, nor attend business meetings and cannot vote.

Section 6. Applications from former members have priority over new applicants. Former members must undergo re-orientation by reviewing current club policies and becoming familiar with current operational procedures.

Section 7. Applicants shall be required to become members of the National Model Railroad Association (NMRA) upon acceptance as a full member.

**ARTICLE III  
(MEETINGS)**

Section 1. Business meetings of the club shall be held in March, June, and October on a date and time specified by the President. The President should make every effort to schedule meetings on a night that is considered a regular work session meeting as outlined in Section 4 of this article.

Section 2. Sixty percent (60%) of the full membership shall constitute a quorum, but a lesser number may call the roll and adjourn the meeting as necessary if a quorum is not attained within 45 minutes of the announced time of the business meeting.

Section 3. Special meetings may be called by the President or on the request of at least two (2) members, provided the members of the club are notified ten (10) days in advance by email and/or other means, stating the matter(s) to be brought up before the members. The stated matter(s) shall be the only matter(s) to be discussed at or voted upon at said meeting.

Section 4. Work session meetings are held every Monday and Thursday evenings, usually from 7 PM to 10 PM. The purpose of these meetings is to continue to construct and improve the club layout. Members are expected to work on projects at these meetings. The running of trains for testing purposes is allowed so long as it does not interfere or handicap another member working on a project.

Section 5. The third Monday of each month shall be a running session, if practical. Operating to a timetable and switching schedule shall be conducted, if such items have been prepared.

**ARTICLE IV  
(EXECUTIVE OFFICERS)**

Section 1. The Executive Officers shall consist of a President, Vice President, Secretary and Treasurer. The term of office shall be for one year or until a successor is appointed.

Section 2. All vacancies in Executive Offices shall be filled by having the President appoint an interim replacement for the unexpired term of office until such time that a regular or special meeting can be called to nominate and elect a person to serve the remainder of the unexpired term. In the event the President's office is vacant, the Vice President shall assume the President's office and shall appoint a Vice President until a meeting can be convened to elect a replacement President. The Vice President shall resume their office as soon as a new President is elected.

Section 3. The Executive Officers shall be the only persons authorized to conduct business with The Burlington County Footlighters with regard to landlord-tenant situations as well as other business affairs that may come before the club.

**ARTICLE V  
(EXECUTIVE NOMINATIONS)**

Section 1. Nominations for Executive Offices shall be held at the March business meeting of the club in order of office outlined in Article IV, Sec. 1. After all nominations have been closed, the election shall take place. A nominee must be current with respect to club dues. A nominee must receive a majority of the votes cast to be elected. Upon approval of a motion from the floor, the President may instruct the Secretary to cast a ballot of one for any and all unopposed nominees.

Section 2. No apprentice or junior member shall be eligible to hold Executive Office. A nominee must have been a full member for at least two years.

**ARTICLE VI  
(DUTIES OF THE PRESIDENT)**

Section 1. The President shall preside at all meetings of the club, preserve the order therein, and see that the Constitution and By-Laws of the club are duly observed.

Section 2. The President, prior to convening a special meeting, shall instruct the Secretary to issue the required written notice thereof and read said notice at the beginning of said meeting.

Section 3a. The President shall, at the March meeting, appoint members to all club committees.

Section 3b. The President shall appoint committees as needed from time to time.

Section 4. The President shall cast a vote only in the case of a tie vote.

**ARTICLE VII  
(VICE-PRESIDENT)**

Section 1. The Vice-President shall assist the President in the performance of his or her duties and officiate in the absence of the President. When serving in the chair in the President's absence, the Vice President shall only vote in the case of a tie vote.

**ARTICLE VIII  
(SECRETARY)**

Section 1a. The Secretary shall maintain a correct copy of the minutes of all meetings and shall maintain a register of all current members consisting of date of entrance into the club, name, address, telephone number and other pertinent contact information the member may wish to provide.

Section 1b. The Secretary when instructed by the President shall notify, by e-mail and/or other means, all full voting members of Special Meetings at least ten (10) days previous to said meeting and otherwise perform such duties as the Constitution and By-Laws may require.

Section 2. The Secretary shall furnish all Applicant members a copy of the Constitution and By-Laws, and other pertinent club documents.

Section 3. In case of inability to attend a meeting, the Secretary shall send by some such suitable person, such books and records necessary to conduct the meeting.

**ARTICLE IX  
(TREASURER)**

Section 1. The Treasurer shall maintain an orderly check book, cash receipts and disbursements journal and a file of all paid bills, and shall be responsible for the receipt of all income to the club inclusive of dues.

Section 2. Upon the Treasurer's retirement from office, he shall hand over to his successor all funds, books, and records in his possession, at which time the President shall appoint an auditing committee to examine said books and records.

Section 3. The Treasurer is authorized to have full control of all accounts the club may have and shall pay all bills incurred without the prior approval of the membership.

Section 4. The Treasurer shall be responsible for changing and maintaining the digital lock to the club access door and informing all full members in good standing of any code change(s).

**ARTICLE X  
(BOARD OF DIRECTORS)**

Section 1. The Board of Directors shall consist of the four (4) Executive Officers: the President, Vice President, Secretary, Treasurer and Committee Chairpersons, standing and ad hoc.

Section 2. The Standing Committee Chairperson(s) will be the conduit for any matters from the general membership to be brought to the attention of, and consideration by, the Board of Directors.

Section 3 All decisions made by the Executive Officers shall be subject to approval by the Board of Directors before being presented to the general membership for approval.

Section 4. The Board of Directors shall meet bi-monthly.

**ARTICLE XI  
(FULL MEMBERS)**

Section 1. A full member is herein defined as an individual who is at least 18 years of age, has been previously voted into membership in accordance with Article II, Sec. 7 and is not delinquent in the payment of dues. Full members who do not pay their dues by the end of the month will be considered delinquent and lose their privilege to vote on club matters. Payment of any owed dues to the club will reinstate this privilege.

Section 2. Resignation from the club shall be in writing to the Secretary and member shall return any club materials the member may have in his possession, excepting for the provisions of Article III, Sec. 3 of the By-Laws. This resignation shall be notated in the minutes of the club's next business meeting.

Section 3. A full member may be dismissed from the club by the Executive Officers for any of the following reasons, with no right of appeal. This removal shall be noted in the minutes of the club's next business meeting.

- constant violation of the Constitution and By-Laws
- the theft or destruction of other members' or club property
- drunkenness, drug abuse, or lack of personal hygiene
- interference with the projects of other members
- generally obnoxious or uncooperative behavior
- becoming arrears in dues as outlined in Article III of the by-laws

**ARTICLE XII  
(APPRENTICE MEMBERS)**

Section 1. There shall be no requirement to attend any specified amount of either business meetings or work sessions of the club. However, it is incumbent upon the applicant to attend as many meeting as possible to become familiar with club operations and policies and to know the members and allow the members to know the applicant.

Section 2. Apprentice members are judged on their interest in and knowledge of the hobby, regular attendance, willingness to participate in club activities, consideration of others, the careful handling of equipment, and completion of the training and approval of the items on the Applicant Goals Sheet.

Section 3. All newly accepted applicants shall serve an apprentice period of a minimum of six months. During this period, the apprentice member shall pay dues as outlined in Article III of the By-Laws, but has neither unrestricted access to the club without a full member present nor voting privileges at the club's business meetings. They also may not purchase or wear clothing with the club logo on it, unless authorized by the Executive Officers. After the minimum six month period, and with fulfillment of the Applicant Goals Sheet, then at the next regularly scheduled business meeting of the club, the Applicant Goal Sheet will be circulated and then the full membership present shall vote by secret ballot whether to accept the apprentice member into full membership. The apprentice member shall submit their completed goal sheet to the President a minimum of 2 weeks prior to the next regular business meeting. The President will confirm the signatures and ensure that the apprentice members have met all their goals.

Section 4. Apprentice members may not operate trains during an open house unless they have completed all their requisite training as specified on their goals sheet, have been cleared to operate trains by a full member per their goals sheet, and run under the direct supervision of a full member.

Section 5. Apprentice members are exempt from any assessments imposed by the club. Upon acceptance as a full or junior member their assessment will be prorated for the balance of the assessment period.

**ARTICLE XIII  
(JUNIOR MEMBERS)**

Section 1. A junior member is herein defined as an individual under 18 years of age, and is current in the payment of dues.

Section 2. A junior member may be suspended from activity in the club at the request of the member's parents/guardians for reasons including, but not limited to, failing grades in or disciplinary action by the member's school. Such request shall be made to the Executive Officers via direct conversation or in writing.

Section 3. A junior member may be removed in the same manner as full members as outlined in Article X, Sec. 3.

Section 4. No junior member shall be in the club without the presence of at least two (2) full members, and a parent or legal guardian who shall be responsible for the junior member's conduct.

Section 5. No junior member may remain as such past his 18<sup>th</sup> birthday. At that time, junior members will be admitted to full membership.

Section 6. Junior members may attend all regular and special meetings of the club, but shall have no vote on matters before the club.

**ARTICLE XIV  
(LIFE MEMBERS)**

Section 1. A life member is herein defined as a full member that has been with the club for at least 20 years and whom the club membership feels has made a significant contribution toward the club during their membership by contributions towards the club's improvement through their efforts on the layout or service as an Executive Officer or committee chair.

Section 2. The procedure for becoming a life member shall be as follows: At a regularly scheduled business meeting of the club, a nomination may be made and seconded from the floor during the 'New Business' portion of the meeting to have the member made a life member. The vote to accept the member as a life member must be unanimous.

# BY-LAWS

## ARTICLE I (MEMBER'S DUTIES)

Section 1. All members are required to keep the layout room and hall areas clean. A member whose project deposits dry plaster, sawdust, waste scenery, etc. on the floor is responsible for cleaning up the affected area. Trash receptacles shall be emptied by the member who fills it.

Section 2. Members are encouraged to bring their equipment the club's layout, and are to make every effort to ensure that any equipment (i.e. rolling stock and locomotives) is trouble free *before* operation on the layout. Standards for locomotives and rolling stock can be found in the club's current policies. Compliance with the policies shall be enforced by the Train Certification Committee who will inspect and certify that the member's equipment does conform to club standards.

Section 3. Members may request a leave of absence (sabbatical) in writing to the Executive Officers, during which time the member shall not have to pay dues at the discretion of the Executive Officers.

Section 3a. During the sabbatical, that member shall have no voting privileges and must contact an Executive Officer for access to the club.

Section 3b. Member shall notify the treasurer he is returning from leave. No re-application is necessary once the member returns from this leave, and is not subject to the 35 member limit.

Section 4. Full members shall be entitled to bring 1 guest per visit. The member shall be held fully responsible for any of the guest's actions or damages incurred. Guests shall not operate throttles nor interfere with the operations of the layout. They may view activities and ask questions of the full member with whom they came. Guests shall not interfere with the work session, nor interrupt an operating session, or general club activity, by engaging in any action that is not deemed acceptable by the general membership. These activities can be, but are not limited to: running in and around the layout area, going under the layout, touching/damaging any part of the layout, touching/damaging any member's rolling stock and/or locomotives, etc.

Section 4a. The above rules may be waived by Executive decision for a single session and impose limitations as they deem necessary to preserve the integrity of the club.

## **ARTICLE II (DUTIES AND COMMITTEES)**

Section 1. The President shall have the power to create or dissolve committees at will, at business meetings, on an as needed basis in order to keep the business of the club operating smoothly.

Section 2a. The President shall appoint a Committee Chair, who serves at the pleasure of the President, and establish a scope for each committee.

Section 2b. Committee Chairs have the authority to create subcommittees, task groups, work groups, or any other sub entities they feel necessary to support the scope of work assigned by the President. The Committee Chairs shall report to the President, but all policies and standards shall be voted on by the complete Board of Directors.

Section 2c. Committee Chairs shall be named/reaffirmed annually at the March business meeting.

Section 3. Committees range of work is limited to the scope created by the President. Committees are typically charged with investigating or managing, one or more aspects of the club's operations.

Section 4. Committee members should reach consensus to take any action on any matter or make any recommendation to the club.

Section 5. The committees, upon drafting any documents charged to them, shall distribute said documents to the general membership via email. All members have 30 days to send their comments to the committee chair. The committee chair shall present all comments to his/her committee and resolve all comments within 30 days. Comment resolution shall include implementation of or rejection of said comment with reasons for said rejection. The final document along with the comments and associated documentation, shall be distributed to the Board of Directors prior to a board meeting, and a vote will be taken at said Board meeting to adopt or reject said document. A report will be made to the general membership via email and at the next regularly scheduled business meeting.

Section 6. The Board of Directors is comprised of the Executive Officers and all the Committee Chairs. The Board of Directors shall vote on and approve any club policies (with the exception of the Constitution and By-Laws). All policies voted upon must be done so only after said policies have been distributed to the general membership and an adequate comment period has been held. Comments are only accepted during the comment period. All policy resolutions are reported at the general business meetings by the Vice President.

## **ARTICLE III (DUES)**

Section 1. All full members shall pay dues in the amount determined by the club's financial status, and are due by the end of the month. These members are expected to pay their dues promptly to avoid becoming delinquent, thus losing voting privileges.

Section 1a. Dues may be raised or lowered following a recommendation from the Executive Committee, approval of said recommendation by the Board of Directors, and a 3/4 majority vote of the members present (quorum must be met).

Section 1b. Club dues will include NMRA membership dues. Upon being voted in as a full member, the newly accepted member must have an NMRA membership minimally valid through the annual club renewal date (July 1). If the new member has an existing NMRA membership, provide a copy of the NMRA membership card to the treasurer. Non-NMRA members must submit an NMRA application and NMRA annual dues to the club upon being accepted as a full club member. The club will remit NMRA dues and application to the NMRA.

Club members may opt to include the cost of NMRA magazine, which will be added to the initial NMRA dues payment as well as monthly club dues payment.

Section 2. Any member who becomes delinquent in payment of dues for three (3) months shall be liable to suspension of membership by the Executive Officers and will not be apprised of the current code. Members who become delinquent for a period of six (6) months shall be considered as having resigned.

Section 3. Payment of dues can be suspended in unusual circumstances such as unemployment, illness, change of work hours, etc. Application for such shall be in writing and will be decided upon by the Executive Officers. During the period, the member may be

restricted from the club. Any member in the Armed Forces shall be temporarily exempt from the payment of dues during their first enlistment, or as extended involuntarily by a national emergency.

#### **ARTICLE IV (RESIGNATIONS)**

Section 1. No resignation shall be accepted unless it is in writing with the exception of the member's death. The President shall order the Secretary to solicit resignations from members whose intent it may be to resign (as outlined in Article III, Sec. 2 of the By-Laws or Article XI, Sec. 2 of the Constitution), but have not done so in writing or where no contact with the member has been made in a reasonable amount of time.

#### **ARTICLE V (RULES OF ORDER AND PARLIMENTARY PROCEDURE)**

Section 1. All meetings of the club shall be called to order precisely at the time and date named. Members, when speaking, shall arise, address the chair, confine their remarks strictly to the subject, avoid personalities and indecorous language and speak but twice on the subject unless to explain.

Section 2. A simple majority of voting members present (quorum must be met) is required to adopt a policy or concept.

Section 3. Changes to this Constitution and By-Laws shall be done in the following manner:

- a. Proposed changes must be announced and presented at a regular or special business meeting of the club, and be submitted by resolution by at least two (2) full members.
- b. At the next regular business meeting of the club, the proposed change(s) shall be read again and voted upon by the membership for adoption. A quorum must be present at this meeting, and a 75 percent majority of the quorum must be obtained for adoption.
- c. The Secretary shall be responsible for keeping the Constitution and By-Laws current.

Section 4. In case of conflicting rules in the Constitution and By-Laws or the absence of a rule or procedure, *Robert's Rules of Order* shall be consulted for the proper rule or procedure.

#### **ARTICLE VI (ORDER OF BUSINESS)**

1. Call to order
2. Roll call (for the purpose of determining the presence of a quorum)
3. Reading of the minutes of the previous meeting(s)
4. Treasurer's Report
5. President's Report
6. Vice President's Report
7. Reading of Communications
8. Report of Standing Committees
9. Report of Special Committees (as are appointed from time to time)
10. Membership (Introductions, Resignations, etc.)
11. Unfinished Business
12. New Business
13. Nominations of Officers (March meeting)
14. Elections of Officers (March meeting)
15. General Discussion
16. Adjournment



**ARTICLE VII  
(CLUB RULES AND OTHER INFORMATION)**

Section 1. In addition to the duties listed in Article I of these By-Laws, the last member leaving the club must ensure that everything is left the way it was found, all lights and climate control devices off, the logs completed, and the door to the club properly locked.

Section 2. Members shall not disclose/impart the entry code to the club to anyone, the code will only be distributed by the Secretary.

Section 3. Members are strongly encouraged to volunteer their talents, services and opinions. All suggestions are welcome. There is no, nor shall there be, any seniority system and all club members have an equal say in club proceedings.

Section 4. The club rents the layout space and hallway area from The Burlington County Footlighters. Anytime this organization is having a performance, all activities should be of a quiet nature.

Section 5. Members go to various train shows, flea markets, other club's open houses, and other railroad related events throughout the year. All attempts are made to have some organization to this, i.e. a sign-up sheet is usually posted for upcoming events that are more conducive to a group, rather than individual, outing.

Section 6. No attempt is made to model any specific railroad, geographic area, or time period. The layout is referred to as "The Rancocas Valley Lines", which is an appropriate name based on our geographic location in New Jersey.

Amended and adopted June 16, 2014