

MOUNTAIN EMPIRE MODEL RAILROADERS

BYLAWS

(Adopted May 16, 2017)

EDITOR'S NOTE: The MEMRR Bylaws are presented in this issue with the changes approved by the membership at the May 16th 2017 business meeting. These are the most recent edition of the bylaws, but require a description of the rights, duties and privileges for PROBATIONARY MEMBERSHIP (Appendix C). The missing descriptions will be presented at the January 2018 business meeting for approval. In that they are contained in the Appendices they do not require three readings and can be altered, changed, and amended at the will of the membership.

Article I.

The name of this organization shall hereafter be known as, MOUNTAIN EMPIRE MODEL RAILROADERS (MEMRR).

Article II.

The officers of this organization shall be elected by popular vote of the membership at the November business meeting each year and retain that office for one calendar year. The officers shall consist of a President, Vice President, Secretary, Treasurer, Newsletter Editor, and Webmaster. Officers shall perform their duties and responsibilities according to those enumerated in APPENDIX A: Duties of the Officers of the Organization

Article III.

Committees shall be drawn from the general membership with appointments made by the president based on interest of the individual members and needs of the club. Committee Chairpersons shall be appointed from Full and Adult Household members. Committee membership may include persons from all membership classifications.

Article IV.

Membership is open to any individual with a sincere interest in model railroading and shall be governed by the duties, rights, responsibilities and obligations as described in Appendix B: Table of Membership Classifications, Dues, Rights, Responsibilities and Obligations. All membership levels include a digitally available copy of the club newsletter known as *The Signal Bridge*.

FULL MEMBER is defined as one who is 18 years of age or older and pays "Full Member" dues as set by the club in Article VIII and is willing to construct or

assist with the building and/or operation of one or more modules or layouts which meets the club specifications. ONLY PAID UP FULL MEMBERS will have access to the museum key box.

HOUSEHOLD MEMBER is defined as a FULL MEMBER if 18 years of age or older or as a YOUTH MEMBER if 14 to 17 years of age. HOUSEHOLD MEMBERS shall reside at the same address as the FULL MEMBER. HOUSEHOLD MEMBERS should be interested in model railroading and be willing to support club activities. HOUSEHOLD MEMBERS will have one vote per adult 18 years of age or older.

YOUTH MEMBER is a non-voting member 17 years of age or younger and will be accepted if sponsored by a FULL MEMBER. The FULL MEMBER shall be present and will accept full responsibility, financial and otherwise, for the sponsored youth.

STUDENT MEMBER is a voting member who is a full-time student enrolled in any private or public technical school college or university. Proof of student status is required to establish and maintain student membership.

DISTANT/REMOTE MEMBER resides 100 miles or more from Johnson City and intends to occasionally participate in MEMRR meetings and activities.

EMERITUS MEMBER is one who has been a long time active member who is voted to this lifetime voting status by 2/3's vote of the membership present.

HONORARY MEMBER is one who has been awarded special non-voting membership for outstanding contribution by a non-member. To be established by 2/3's vote and renewed by similar vote at each November meeting.

PROVISIONAL MEMBER: Any person seeking new membership in any of the membership categories requiring payment of membership dues; this is a temporary membership category lasting the initial 120 days of membership to allow for proper vetting of the candidate by the MEMBER VETTING COMMITTEE (See ARTICLE XVII); the provisional member's activities may be restricted as described in Appendix B: Table of Membership qualifications, Dues, Rights, Responsibilities, and Obligations; a provisional member's request for membership will be acted on by the MEMBERSHIP VETTING COMMITTEE immediately following the expiration of the 120 day waiting period with the committee's recommendation presented at the next Business Meeting following the completion of the 120 day waiting period.

Article V.

Election of officers and changes to the constitution or bylaws must be announced to the membership no less than one month in advance. Membership will consist of all individuals listed on the official roll kept by the treasurer. Changes to the aforementioned documents of the club will require a vote "in the affirmative" of one more than half the membership voting. Passage of regular business items will require a majority vote of the members present at the meeting when the item is on the floor. Members must be sent notice by email (surface mail should the member not have email access) of special called meetings no less than one week in advance of the proposed "called meeting" date.

Article VI.

The regularly scheduled business meeting of this organization shall be the third Tuesday evening of each month.

Article VII.

These bylaws may be amended by the membership, as deemed necessary, by the process set forth in Article V.

Article VIII.

Each member will pay his or her dues to the treasurer no later than January 31st. At that time non-paid members will be removed from the distribution of the newsletter (herein known as *The Signal Bridge*) with the February edition. An extension may be granted upon approval by the President and the Treasurer. The key box code to the George L. Carter Railroad Museum door is to be changed each February. The dues will be fixed for the next year at the November meeting and published in the minutes of that meeting.

Article IX.

The President may appoint an Audit Committee once a year to audit the books and physical assets of the Treasurer and to count the "cash on hand" kept by the Treasurer. The audit report will take place after the January business meeting and thereby present the incoming administration an accurate and verified base for the new fiscal year to run January 1st to December 31st).

Article X.

All club funds will be kept and maintained by the Treasurer. All expenditures must be submitted to the Treasurer for reimbursement upon receipt of appropriate receipts. Upon termination of this club, all funds remaining will be used to pay outstanding debts. Any club-owned property will be sold and the proceeds, along with any remaining cash funds, will be donated to a 501C3 organization.

Article XI.

This club has been organized and will operate exclusively for the pleasure, education, and recreation of its members. No part of the club's income and/or contributions will accumulate for the benefit of any member.

Article XII.

Unfinished modules shall show substantial improvements in a timely manner. If recommended improvements are not implemented on schedule after advisement from the Executive Committee (officers of the MEMRR), the disposition of the module or modules will be brought to a vote by the membership.

Article XIII.

Each FULL MEMBER is encouraged to work the equivalent of one full Saturday, or two half-day Saturdays, at the current club display venue per month. Each member is to sign up for scheduled operating days and/or special events in advance so adjustments can be made to schedule. Showing up unscheduled with staffing already scheduled is encouraged but will not count towards fulfillment of this commitment.

Article XIV.

Approved expenditures shall not exceed original estimates by more than 10% unless prior approval by the Treasurer and one other executive officer. (Executive officers are: President and Vice President). No expenditures will be reimbursed without receipt and all receipts must be signed and dated by the purchaser.

Article XV.

A hard copy of the club newsletter will be available at an additional fee for duplication and mailing. The additional fee will be established annually

Article XVI.

Pro-rated dues rates for new members who sign up during the year.

Jan. thru Mar. 100%

Apr. thru June 75% (for balance of the current year)

July thru Oct. 50% (for balance of the current year)

Nov. and Dec. 100% (this will include the following year's dues)

ARTICLE XVII.

The organization will maintain a MEMBERSHIP VETTING COMMITTEE to review, monitor and make recommendations for membership on all persons seeking a membership status that require payment of dues and are considered Provisional Members. The MEMBERSHIP VETTING COMMITTEE shall consist of 9 members appointed by the president of the organization and shall include 3 FULL MEMBERS drawn from each of the following categories: Officers, Module Owners, Members-at-Large. The committee members will be responsible for monitoring, mentoring and evaluating the persons seeking membership status and who are considered Provisional Members. The committee will make recommendation on the Provisional Member's request for membership following the completion of the 120 day provisional membership period. Recommendations will be decided by majority vote of all the committee members. Recommendations will be presented to the MEMRR membership at the business meeting immediately following the completion of the 120 day waiting period. Should there be a tie due to absention of one or more committee members, the recommendation will be decided by the vote of the President, MEMRR, (or Vice-President in the absence of the President). Recommendations are to include: Approval of Membership status, Refusal of Membership Status, Extension of Provisional Status for one additional 120 day period.

APPENDIX A

Duties of the Officers of the Organization

President:

- Prepare meeting agenda and preside over the Monthly Business Meeting.
- Appoint Committees for various tasks as necessary.
- Maintain contact with Train Show operators.
- Prepare a monthly column on club activities and news and submit it to the Newsletter Editor for publication in the "Signal Bridge".
- Assign individuals to specific tasks, i.e., Program Director, Recording Secretary, Specification Librarian, etc.
- Provide contact point for local media, civic organizations and political leaders.
- Is responsible for promotional aspects of the club, i.e., club logo, club brochures, media news releases, etc.

Vice President:

- Assume the duties of the President in his/her absence.

- Is responsible for monthly club programs.

Secretary:

- Take minutes at Monthly Business Meeting and Coordinators' Meeting (a Recording Secretary may be appointed by the
 - President to perform this function).
- Send copies of minutes to newsletter editor.
- Originates official club correspondence (i.e.: thank you cards/letters, condolences/etc.)

Treasurer:

- Maintain club funds and account for same in writing.
- Collect annual club dues from members.
- Prepare monthly financial report (income and expenditures).
- Prepare Annual Financial Report.
- Maintain current Active Membership Roll.
- Order club shirts, caps, patches and other club items

Newsletter Editor:

- Publish and distribute monthly newsletter, "*The Signal Bridge*".
- E-mail "*The Signal Bridge*" club newsletter to the Webmaster for distribution in digital format to the membership.

Webmaster:

- Secure and maintain a suitable web host for the MEMRR web site.(Insure that yearly host fees are paid)
- Design and create MEMRR and George L. Carter Railroad Museum web pages.
- Maintain and update web pages in a timely manner.
- Maintain an E-mail list of all members with computer access.
- Notify all members with computer access of important upcoming club events.
- Once all versions (extra and/or bonus) of "*The Signal Bridge*" club newsletter are released they will be combined into one monthly edition and then posted on the MEMRR Website in a timely manner.
- Maintain MEMRR E-mail server.

Communications Coordinator

- Identify potential members that come into the museum and give them an overview of the club and the museum.
- Give them a quick tour of the facilities.
- Help prospective members get the proper paperwork filled out to join the club.
- Introduce potential new members to other members of the club
- Once they decide to join, schedule time on Thursday night or Saturday to give them a complete tour and explain the following:
 - How the club operates.
 - Operational characteristics of each layout

- Explanation of all the facilities and how to use them.
- Give them copies of any material available on layout operations.
- Insure they get a parking pass and access to the museum.
- Make sure you send them the “Welcome Aboard” survey. Based on their answers, direct them to work with the Coordinator or work group that best meets their interests.
- Attend the Coordinators Meeting, when required, to report on membership interests and programs desired by new members.
- Periodically compile and report the new membership survey results at the monthly General Business Meeting and at least once a year in the Signal Bridge (Was in the process of compiling).
- As requested, contact inactive and former members to try and get them involved back in the activities at the museum and club.
- Mail copies of the Signal Bridge to members who have paid for hard copies of the publication.
- Work to complete any assignments requested by the officers of the club.

RIP Track-Bad Order Coordinator

- Repairs rolling stock to put back into operation.
- Maintains inventory of club owned property (to include rolling stock and motive power) & location of such property.

Librarian

(The following duties shall be performed under the auspices of MEMRR and the George L. Carter Railroad Museum ETSU)

- Receives, inventories, and catalogues all club books, pamphlets and visual media (i.e., video tapes, CDs, DVD, posters, prints, photographs, etc.)

- Shelves, stores, displays and otherwise properly maintains club library collections.
- Circulation and check-out/check-in system for member use of the library collections

Historian

- Maintain the club archives
- Compile and keep a roll of inactive and former members.

APPENDIX B Application for Membership

Name:
 Address:
 Phone: Additional phone number or point of contact
 Email:
 Sponsor:
 End of provisional status date: __/__/____

Membership level applied for:

- Full (Adult)
- Associate
- Household (additional Member is applying for;
 - Youth under 14 years as part of Household Membership)
 - Youth 14 thru 17 years
 - Student (Program Enrolled in is:_____)
 - Adult 18 years or older
- Youth (14 thru 17 years old)
- Student (enrolled in higher education program
 Program Enrolled in is:_____)

How did you learn of mountain empire model railroaders?
 What scale(s) are you interested in?
 What are your modeling strengths?
 What would you like to learn about modeling?
 Do you have a home layout?
 Are you interested in building a module?
 Do you have a member to sponsor you?

APPENDIX C

Table of Membership Classifications, Dues, Rights, Responsibilities and Obligations

MEMBER CLASS	FULL (WITH HOUSEHOLD)	STUDENT	YOUTH	DISTANT REMOTE	EMERITUS	HONORARY	PROVISIONAL
DEFINITIONS	Full membership with rights, privileges and obligations as per below; 18 of age or	College student with proof of enrollment	Ages 17 and younger with Full member providing sponsorship (may be	Limited membership; must live more than 100 miles from Johnson City to be eligible	Life time honorary membership upon 2/3 vote of membership	1 yr Honorary membership upon majority vote of membership	

	older; (others residing in the same Household may be enrolled as members for an additional fee for each with FULL member privilege if adult or Youth privileges if under 18 years of age)		enrolled as part of a Full membership with Household option)				
DUES	\$30 (+ \$6 each adult/youth)	\$18	\$12	\$12	Free	Free	
PRIVILEGES							
Signal Bridge (electronic edition)	YES	YES	YES	YES	YES	YES	
Signal Bridge (hard copy edition)	\$24 (\$2/MONTH)	\$24 (\$2/MONTH)	\$24 (\$2/MONTH)	\$24 (\$2/MONTH)	\$24 (\$2/MONTH)	\$24 (\$2/MONTH)	
Key box code (24/7 access)	YES	NO	NO	NO	NO	NO	
Module ownership	YES	NO	NO	NO	NO	NO	
Hold Office	YES	NO	NO	NO	NO	NO	
Voting rights	YES Voice and Vote	YES Voice and Vote	NO Voice only	NO Voice only	YES Voice and Vote	NO Voice only	
Running rights (General)	YES	YES	YES With Supervision	YES With Supervision	YES With Supervision	YES With Supervision	
Running rights (1 st Preference)	YES	NO	NO	NO	NO	NO	
Supervised access	N/A	YES	YES	YES	YES	YES	
Use of work rooms	YES	YES	YES With Supervision	YES	YES	YES	
Social Functions	YES	YES	NO Except when invited	YES	YES	YES	
Committee Membership	YES	YES	YES	NO	YES	NO	
Coordinator Council	YES	YES	NO	NO	NO	NO	

RESPONSINILITIES							
Saturday Obligation 1/month -or- 6 hrs/month at special events	YES	NO	NO	NO	NO	NO	
NOTES							
	Remains the same	Dues increase	Remains the same	Replaces family/household member	Life time membership for longstanding member with special contribution	1 yr membership to non-member making special contribution	

APPENDIX D
History of Amendment and Ratification of Changes

Amended by the general membership 02/20/2001.

Updated 3/21/06 to include approved Amendments of 02/20/2001 and voted changes to bylaws in 2004 by the general membership.

Amended by the general membership 05/16/2006.

Amended to its present form by the general membership 03/18/2008.

Amended to its present form by the general membership 09/18/2012.

Amended to its present form by the general membership 04/21/2015.

Amended to its present form by the general membership 05/16/2017