



CORPORATE POLICY

Policy Title: BUILDING ACCESS	Policy Number: C-003
Effective Date: 29Jan2011	Version: 1.0

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APPROVALS

Approved By: Carlos R. Langezaal Signature:	Title: President Date:
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Approved By: Robert L. Nalbone, Jr. Signature:	Title: Vice-President Date:
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Approved By: Thomas Voytac Signature:	Title: Building Department Head Date:
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Document History:

Version #	Issue Date	Author	Changes
1.0	29Jan2011	Robert L. Nalbone, Jr.	Initial Document

This Policy Supersedes the Following Policies:

Number	Title	Effective Date
- None -		



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SCOPE: All members of the Club.

DEFINITIONS:

Term	Definition
Club	The Model Railroad Club, Inc.
Good standing	A member whose dues are current and who is not under discipline by the BOD.
Work of the Club (one or more of the defined items)	<ol style="list-style-type: none"> 1) Performing official office work including, but not limited to: preparing mailings, sending or collecting the mail, keeping the Club books or preparing the Club newsletter. 2) Fulfilling obligations relating to the duties of a Club officer or director. 3) Fulfilling the duties and responsibilities of a designated first responder. 4) Maintenance of the premises. 5) Other essential work to support the mission of the Club that cannot be reasonably accomplished during regular open hours.

POLICY STATEMENT:

Building access is a privilege of membership, not a right. The BOD has the sole authority to grant building access privilege under Article VII, Section 4 of the Club Bylaws. In addition, under Article III, Section 1 of the Constitution, the BOD has the sole authority to manage the Club. This policy sets forth the process for applying for and renewing building access privilege, as well as the criteria the BOD uses for granting, withholding, renewing, withdrawing and revoking building access privilege, and the maintenance of relevant records. The BOD is the sole arbiter regarding building access privilege.



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APPLICATIONS:

A member requesting access shall apply in writing to the BOD, using the prescribed form. The applicant must identify the **Work of the Club** for which building access is requested.

RENEWALS:

Building access privilege is renewed annually, from February 1st, through January 31st of the succeeding year (e.g. February 1, 2011 through January 31, 2012).

Building access renewal shall be submitted in writing, on the prescribed form, to the BOD no later than December 15 of each year, or prior to the December BOD meeting whichever is earlier in the month.

REVIEW & DETERMINATION:

The BOD shall review and consider new building access privilege requests during a scheduled BOD meeting, unless the BOD determines that sooner action is appropriate. The BOD may table any request for building access privilege in order to obtain addition information or clarification from the applicant, and must decide on the application no later than the next scheduled BOD meeting. The applicant must identify the **Work of the Club** for which building access is requested.

Upon the BOD rendering a decision, the Building Department Head shall notify the member, in writing, on the prescribed form. If the application is denied, the reasons(s) must be cited.

YEARLY REVIEW:

The BOD shall review the building access list yearly at its December meeting. The BOD may review the status of any member's building access privilege at other times, as necessary.

The BOD must complete its review of all building access renewal requests no later than January 15 each year. The BOD may table any renewal request for



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building access privilege in order to obtain addition information or clarification from the applicant, and must decide on the application no later than the next scheduled BOD meeting. The applicant must identify a need for building access privilege.

Upon the BOD rendering a decision, the Building Department Head shall notify the member, in writing, on the prescribed form. If the renewal is denied, the reasons(s) must be cited.

WITHDRAWAL & REVOCATION OF PRIVELEGE:

The BOD shall withdraw the building access privilege if it determines that the member no longer meets the criteria for renewal.

The BOD shall revoke the building access privilege for any member for cause.

If the BOD decides to withdraw or revoke building access privilege, the Building Department Head shall notify the affected member in writing, on the prescribed form. The reasons(s) for withdrawal or revocation must be cited.

MAINTENANCE OF RELEVANT RECORDS:

The Building Department Head or his designee shall maintain all relevant records regarding building access privilege including, but not limited to: building access applications, renewals, and member correspondence. Copies of all relevant records shall be distributed to the Membership Department Head and made available to any Club officer or director upon request.

The Building Security Manager, under the direction of the Building Department Head, shall supply and maintain all materials and records relating to building access, as specified in Article VI, Section 6 of the Club Bylaws.



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REFER TO:

The Constitution of The Model Railroad Club, Inc.

Bylaws of The Model Railroad Club, Inc.