

The Model Railroad Club, Inc.

295 Jefferson Avenue - P.O. Box 1146 Union, NJ 07083

HO Scale Department Organization and Bylaws

as Adopted January 8, 2000

Revised – 01.07.06

Mission Statement of the HO Scale Department

The 'Mission' of the HO Scale Department is to encourage the membership of the HO Scale Department and The Model Railroad Club, Inc. to develop their interest and skills in model railroading and the study of railroads in general. This mission includes encouraging teamwork, participation in HO Scale Department and Club activities, and facilitating the individual member's growth in the model railroad hobby through the material and personnel resources of the HO Scale Department and The Model Railroad Club, Inc.

The main HO layout will be designed, built, and operated to represent the steam-diesel transition era, covering the period of time 1946 to 1960.

Purpose of the Organization and Bylaws

The purpose of the Organization and Bylaws Manual is to set down the methods and ways in which the HO Scale Department is organized and operated by its membership and officers.

I. Membership

1. Membership in the HO Scale Department is open to any member of the Model Railroad Club, Inc. of Union, New Jersey who is in good standing in the Club.
2. Every member of the HO Scale Department has a voice in the decisions of the Department. The membership may exercise their voice in the decisions of the Department at any of the regularly scheduled or Special meetings of the Department.
3. Members of the Department may:
 - A. Participate in all the activities of the Department.
 - B. Place their model buildings, engines, and rolling stock on the layout after they have been inspected by the appropriate Department personnel and have been certified that they meet all applicable Department standards.
 - C. Vote on all matters brought before the meetings of the Department for a decision by the membership.
 - D. Stand for election or appointment to Department office, committee, or position.
4. Membership in the Department extends responsibilities as well as privileges to each member. These responsibilities include, but are not limited to, his or her:
 - A. Participating in the Department's activities.
 - B. Supporting the decisions of the Department in the spirit of teamwork and co-operation.

- C. Respecting the work and property of the other members of the Department; especially the equipment on the layout which is in heavy use and prone to breakage.
- D. Observing and enforcing the standards of the Department.
- E. Willingness to work on needed projects that help all of the membership as well as those which they enjoy doing.

5. Members of other departments, or who have not registered withan Activity Department, may participate in the work and activities of the Department with the permission of the HO Scale Department Head and may be appointed by the HO Scale Department Head to any position within the Department. [Constitution; Article VI, section 2, B.]

II. Officers

1. The Department has one elected officer: the HO Scale Department Head. [Constitution; Article VI, section 2, C.]

2. The Department Head represents the Department on the Board of Directors of the Club and is the liaison for the Department to all other Activity Departments.

3. The Department Head is vested with the full authority of the membership of the Department to make the day to day decisions for the Department, to make rulings and establish the policies of the Department, appoint the superintendents for the railroads represented on the HO Scale layout(s), establish the Department's calendar, call meetings for the Department and set their agendas, designate proxies and delimit their authority, appoint or remove Department officers such as the Master Mechanic and delegate authority to them, set up or dissolve committees for the Department, and to do whatever other things are necessary for the conduct of the Department's activities or as is otherwise provided for in this manual or the Constitution of The Model Railroad Club, Inc.

4. The Department Head may be removed from office for cause. The Master Mechanic and the Superintendents of the HD&O and Trenton Northern Railroads upon petition of ten members of the Department shall be authorized, if they all concur, to call a Special Meeting of the Department for the sole purpose of discussing and voting on the removal of the Department Head and the election of a new Department Head. Notice by mail must be made to all current members of the Department. This Special Meeting may not be called with less than two weeks notice nor more than four weeks from notifying the Department Head of this action by the Master Mechanic. The notice for the special Meeting must include the cause(s) to remove the Department Head. During the time between presenting the petition for removal to the Department Head and the Special Meeting to consider the removal of the Department Head the Master Mechanic shall serve as interim Department Head with all the authority and responsibilities of the Department Head. The Master Mechanic shall chair the Special Meeting. The question posed to the membership and on any proxies shall be: "Shall the membership of the HO Scale Department remove the serving HO Scale Department Head for cause?" The floor shall then be opened for the membership to discuss the causes(s) for removal and for the Department Head to present a defense. The presentation of a defense by the Department Head, if any, shall not be precluded or cut short by a motion to "call the issue." Following the presentation of a defense by the Department Head, the vote shall be taken. A two-thirds vote of all members of the Department, present and voting by proxy, to remove the Department Head shall do so. Failing this the Department Head shall resume his/her position and the chair of the Special Meeting. If

the Department Head is removed it shall be the next order of business for the Special Meeting to solicit nominations for Department Head and the election of the Department Head as normally done at the Annual Meeting of the Department.

5. The decisions and appointments of the Department Head are subject to review by the membership of the Department in open meeting. A two-thirds vote of the members present at the meeting shall overrule the decision or appointment by the Department Head and bar the Department Head from changing the decision of the membership until after the next Annual Meeting of the Department.

6. The Department's officers and railroad superintendents are responsible to the membership of the Department and report to the membership of the Department as directed by the membership's elected representative: the Department Head.

7. The Department Head is responsible for establishing the Standards used by the Department in consultation with the other officers of the Department and the superintendents of the railroads represented on the HO Scale layout(s) and approved by the membership of the Department. The Department Head is responsible for enforcing the Standards of the Department and though this may be delegated to other officers of the Department this delegation in no way diminishes the Department Head's responsibility or authority to enforce the Standards of the Department. The Department Head shall present the Standards to the Board of Directors for approval as provided for in the Club Constitution.

8. The Department Head is responsible for the fiscal activities of the Department. The Department Head shall control the budget line for the Department and keep records and a balance sheet for all expenditures from the budget line for the Department. The Department head shall be responsible for establishing the Department's accounting procedures and record keeping practices in accordance with established Club practice in consultation with the Club Treasurer.

9. The Department Head may delegate fiscal responsibilities as he/she sees fit without reducing his/her overall responsibility or authority. Any officer of the Department to whom such responsibility is delegate shall keep accounts in accordance with the Department's accounting procedures and record keeping practices and render up an accounting when called to do so by the Department Head or the membership at a regular meeting.

10. All expenditures from the Department's budget line shall conform to the following procedure:

- Prior approval of the project by the Department Head or a designated officer and the submission of a written budget will be required.
- Originals of receipts must be attached to the "Request for Reimbursement" and the request must be filled out as completely as possible.
- Requests for reimbursement should be made in a timely manner.
- All requests for reimbursement must be signed by the Department Head before submission to the Club Treasurer.
- Requests for reimbursement filed by the Department Head must be counter-signed by the Master Mechanic who shall be authorized by the Department to do so in this instance.

11. The order of seniority among the officers of the Department shall be, from most senior to least senior, Master Mechanic, Projects Manager, Budget Manager, Superintendent of the HD&O, Superintendent of the Trenton Northern, and Superintendent of the Rahway River. Officers of the Department who are not members of the Department shall be passed over in determining the order of seniority.

12. In the event that the Department Head resigns between regular Department meetings, the most senior Department officer shall, upon receipt of the resignation, assume the office of Interim Department Head exercising the full authority and responsibilities of the Department Head. An officer of the Department may decline serving in the capacity of Interim Department Head in which case the next most senior officer of the Department will fill the position. At the next regular Department meeting an election shall be held by the membership as it would at the Annual Meeting to fill the position of Department Head for the balance of his/her term.

13. In the event that the Department Head becomes unable to fulfill the duties of his/her office as determined by a consensus of the senior Department officers, the most senior Department officer shall assume the office of Interim Department Head exercising the full authority and responsibilities of the Department Head. An officer of the Department may decline serving in the capacity of Interim Department Head in which case the next most senior officer of the Department will fill the position. At the next regular Department meeting the membership shall, by simple majority vote, determine that the Department Head is no longer able to fulfill his/her duties and declare the position of Department Head vacant, an election shall then be held by the membership as it would at the Annual Meeting to fill the position of Department Head.

III. Meetings

1. General meetings of the membership of the Department shall be held quarterly in January, April, July, and October. The Annual Meeting of the Department shall be held in January.
2. At the Annual Meeting the Superintendents of the Railroads, the major committees, and the Department Head shall present their reports as well as give a review of the budget and expenditures of the Department for the past year. Nominations for Department Head shall be taken from the floor and an election by secret ballot shall be conducted. If only one candidate is nominated before nominations are closed the membership shall be asked for a vote of acclamation for that candidate, a simple majority shall be sufficient. If more than two candidates are nominated and there is no clear plurality for one of them, a runoff election shall immediately be held dropping all but the two candidates who received the most votes in the first election.
3. Special meetings of the membership of the Department may be called as needed by the Department Head.
4. The quorum of members needed for a meeting of the Department to conduct business shall be equal to one quarter of the total membership registered as members of the Department on the most recently available membership list of the Club, rounded down.
5. All meetings of the Department require a presiding officer. If the Department Head is unable to preside he/she may appoint another member or officer to preside in their stead. Failing this the most senior officer of the Department present, as determined by Section II item 11 of this manual, shall preside. The presiding officer of a meeting shall be responsible for the minutes of the meeting being taken and reported at the earliest opportunity to the Department Head.
6. The presiding officer shall conduct the meeting by Robert's Rules of Order and shall be the final authority on their interpretation. The membership may waive the Rules of Order and go into informal session for a stated period of time provided there are no votes taken during that time.

7. Committee meetings shall be chaired by a member appointed by the Department Head who shall be responsible for reporting the minutes of the committee.

IV. Committees

1. The Department Head shall establish whatever committees he/she deems necessary to assist him/her, the officers of the Department, and the membership in the organization and facilitation of the activities of the Department.

2. Each committee shall have specific responsibilities assigned by the Department Head and shall function under his/her authority.

3. The Department Head is an *ex officio* member of each Department committee.

4. The Department Head shall establish and publish the meeting dates for each committee.

V. Amendments

1. Proposed amendments to the Department Organization and Bylaws shall be made in a regular quarterly meeting of the Department. At this meeting the proposed amendment shall be discussed and amended as the membership decides. The proposed amendment shall then be published in the *Clearboard* or otherwise distributed by mail to all the registered members of the Department with a mail in proxy. At the next regular quarterly meeting of the Department the proposed amendment shall be voted on without further amendment or discussion except as pertains to the merits of the amendment.

2. The Department Organization and Bylaws shall go into force after being distributed to the membership at a regular quarterly meeting of the Department where it shall be discussed and amended as needed. Copies of the Department Organization and Bylaws, as amended, shall be distributed by mail to all members of the Department. At the next regular quarterly meeting of the Department a two-thirds majority vote of the members voting to accept the Department Organization and Bylaws, as amended, shall be sufficient to adopt it.