

# **The Model Railroad Club, Incorporated**

**Jefferson Avenue  
Union, New Jersey**

## **Member Handbook**

Club organization  
Getting started  
History  
Member services  
Policies  
Procedures  
Responsibilities

# **The Model Railroad Club, Incorporated**

Preamble to the Constitution of The Model Railroad Club, Incorporated.

"The Model Railroad Club was organized on February 17, 1949, and incorporated as a non-profit organization in the State of New Jersey on November 27, 1953. The purpose of this Club is to construct and maintain a building for a model railroad center in the Union County Park System, this building to be owned by the Union County Park System, and to build and operate within that Center model railroads following, as closely as the state of the art permits, the practices of prototype railroads."

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## **WELCOME**

The Club is an organization of modeling and railroad enthusiasts, drawn together by the opportunity to enjoy, and contribute to, some of the finest track work, modeling, electronics and operation to be found anywhere in model railroading. Your knowledge, skills and interests are very important to the Club's future -- whether you're an accomplished master or a newcomer to the hobby with little more than a desire to learn. This handbook has been designed to guide you as you become familiar with the unique environment here at The Model Railroad Club.

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# The Model Railroad Club, Incorporated

## FOREWORD

Being new isn't easy. For many in the model railroad hobby it's only natural to become so engrossed in a detailed task that we forget we are also part of a social organization -- a club. It is necessary and desirable that we welcome and nurture new members to our club with a friendly and helpful attitude. A new member, or an established one for that matter, typically does not make a "mistake" intentionally; in cases of error or violated custom or broken taboo, all are entitled to the benefit of the doubt.

There are simple, easy steps which we can all take to make members feel comfortable in our Club. One is to wear the name tags the club provides. This can be very useful in an organization as large as ours, and with as constant an influx of new members. Another is for all of us to go out of our way to greet the people we don't know. Another is for established members to become mentors to new members until they learn the ropes. Finally, we can all endeavor to play by the same set of rules -- rules that don't change day to day or apply alternately to some and not to others. This Handbook, duly approved by resolution of the General Membership, provides for all of these steps, and more, and serves as a guide and reference for new and established members alike.

### 1.0 Club Organization

The Club is primarily organized into a number of activity departments. Each member chooses one (and only one) activity department, according to the scale in which they prefer to model or operate, and may volunteer to serve on specialized committees within that department through which specific model railroading interests, tasks or duties are supported. Members declare their activity department affiliation when they apply for Club membership and may elect to change it no more than once a year, and then not closer than 30 days before the Activity Department meeting.

Additionally, several administrative departments and the committees within them exist to assist the Board of Directors in carrying out the day to day functions associated with the existence of the Club as an organization; they are staffed by interested Club members on a volunteer basis.

### 1.1 Classes of Membership

Membership in The Model Railroad Club, Inc. (hereafter referred to as "the Club") is available in six major classes: Senior, Junior, Life, Inactive, Sustaining and Friend.

Senior, Junior and Life members are entitled to vote in departmental and general Club elections. Junior members, those members under age 18, take part in all Club activities under the supervision of a Senior or Life member sponsor, but may not hold elected office at the Club. Inactive members are Senior members who are no longer or not presently active in the Club but still wish to receive the Club newsletter. Sustaining members are individuals and firms who, while not otherwise active in the Club, have

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chosen to support it with donations of funds, services, materials, labor or equipment. Friends may not hold office nor vote in Club elections, but may participate in all other activities of the Club.

In addition to these, four special membership classifications exist. Honorary membership is a title given to those who have been recognized for outstanding service to the Club. Associate members are those who provided financial or other support during the critical construction period, 1969-1976. Charter Members are those who were active members on the date of the Club's inception, or throughout the current building's construction, March 16, 1949, or September, 1970 - 1976, respectively. Founding Members are those who were active members through the period July-September 1970. Associate and honorary membership may be held concurrent with any other class.

## **1.2 Activity Departments**

The Activity Departments include the N Department, the HO Department, the O Department and the Live Steam Department. Neither Z nor G scale had been developed at the time of the Club's incorporation, and so were not included as potential activity departments in the Club's constitution. The membership has thus far not shown sufficient interest in these scales to warrant an amendment incorporating them into the Club's organizational structure. (See "Forming or Reinstating an Activity Department, Page 19).

As of this writing, only the N and HO Departments have an active membership. Each active Activity Department is represented on the Board of Directors by a Department Head who has been freely elected from among each department's members.

The activities of the Activity Departments are supported by various committees, including: operations, track work, electrical, layout, rolling stock inspection and scenery. The chairs and, in the case of the operations committee, the railroad Superintendent members, of these committees are appointed by the respective Activity Department Head.

## **1.3 Board of Directors**

As in any other corporation, The Board of Directors is responsible for the day-to-day administration of the Club, for financial oversight and policy interpretation. The Board is comprised of the heads of each of the Activity Departments, elected annually at a meeting of each Department, together with the Club Officers (President, Vice President, Secretary and Treasurer) and two Directors elected from among the entire membership at an Annual Meeting of the Club. The Board is assisted by various administrative departments and committees, but only those members elected by the Club to hold Board positions may actually vote on matters which come before the Board.

The Board's duty is to provide for the continued welfare of the Club, integrating the interests of the various Departments into recommendations, plans, policies and actions which can be supported by a consensus of the Club membership.

## **1.4 Administrative Departments**

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Additionally, the Club functions through the volunteer efforts of several administrative departments. They are:

Building Department  
Membership Department  
Development Department

The Building Department is responsible for the security, safety, upkeep and maintenance of the Club's facilities, and for supervising the design and construction of building expansions and reconfigurations. The Building Department includes the following committees: Housekeeping, Electrical, HVAC, Security, Safety, Architecture, Landscape and Construction.

The Membership Department is responsible for maintaining an accurate membership roster, for recruiting new members, for indoctrinating new members into the Club, for recruiting interested members to serve as Club Officers, for conducting an annual member satisfaction survey, for updating this Handbook and for publishing a Club newsletter. The Membership Department includes the following positions and committees: *Clearboard* Editor, Nominating Committee, Survey Committee and Indoctrination Committee.

The Development Department is responsible for publicizing the Club in various newspapers and model railroading publications, for conducting model railroading clinics for the public, and for coordinating an Annual Layout Show, including construction and operation of any display layouts operated solely for visitors' entertainment. The Development Department includes the following committees: Publications, Publicity, Ticket Window, Gift Shop, and Show.

The Vice President and the two Directors head the Administrative Departments. Deputy Department Heads and committee chairs are appointed by the head of the respective Administrative Department under which they operate.

## 1.5 Constitution and Bylaws

The Club is incorporated under a duly ratified Constitution. The Constitution defines the basic structure of the Club, and provides direction for the Board of Directors in establishing Bylaws. These Bylaws formalize policies and procedures for Club activities. In accepting membership in the Club, each member has agreed to abide by these documents. A copy of the Constitution and current Bylaws is maintained in the Club lobby by the Secretary of the Club.

## 2.0 GETTING STARTED

### 2.1 Hours of Operation

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The Club building is customarily attended and open for general membership activity during the following periods:

Tuesday evenings	6PM - 10PM
Saturday afternoons	12 noon - 5PM
Saturday evenings	6PM - 10 PM

Saturdays is a "work day"; Members come to the club to work on buildings, scenery, equipment, wiring, construction, maintenance, clean-up, etc., as well as to socialize. Tuesday evenings host the HO and N Department's weekly layout operating sessions. Visitors are welcome, for a modest admission on Saturday afternoons between 1PM and 4PM.

## 2.2 Club Meetings

The Club membership holds two major meetings each year, generally in January. One, the Annual Membership Meeting, is attended by the entire active membership of the Club. It is at this meeting that Club Officers and Directors are elected to fill their one-year terms on the Board of Directors. The Annual Membership Meeting also serves as a forum for Constitutional amendments and resolutions of the general membership binding on the Board.

In addition to the Annual Membership Meeting, each of the Club's Activity Departments also meets at least once each year. At these meetings, members in each of the HO, N, O and Live Steam Departments discuss department plans and policy, and elect their respective Activity Department Heads to represent them on the Board of Directors. (At this writing, only the HO and N Departments are represented by an active membership at the Club.)

Special membership meetings may additionally be called by the Club President to discuss pressing matters at other times during the year.

## 2.3 Annual Show

Each year, on the Friday evenings, Saturdays and Sunday afternoons of the three weekends immediately following Thanksgiving day, the Club hosts its Annual Show. The entire membership participates. Special lighting, sound and control equipment is installed, sales tables and modeling displays are set up, and the doors are opened to several thousand paying visitors. Proceeds from the show help to finance the Club's operation and expansion. There is always room for another helping hand.

## 2.4 Rolling Stock

One of the benefits of Club membership is the opportunity to run locomotives and cars in actual train service. Unlike track work, scenery and buildings, which are assets of the Club, all of the rolling stock found on the Club's layouts is owned by individual Club

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members. Subject to strict operating standards for weight, coupler height, wheel gauge, rolling resistance and coupler operability, almost any model is suitable for operation at the Club. It is a matter of some pride for much of the Club membership to see just how much detail and realistic weathering effects and, in the case of locomotives, traction effort, they can build into their equipment. Standards for locomotives and rolling stock are maintained by the Master Mechanic of each respective scale, and are enforced by Car Inspectors. (See "Rolling Stock Inspection, Page 18).

## **2.5 The Layouts**

The Club presently supports two separate layouts, one in HO scale and one in N scale. The larger of these, the 1,600 square foot HO centerpiece, houses four separate but interconnected operating railroads. The N layout, in the upstairs area over the lobby and meeting room, is the site of two separate operating railroads. Future plans include expansion of both layouts and interconnection of the railroads from both scales. Opportunities for members to contribute and develop their modeling and electrical skills abound on any or all of these layouts.

## **2.6 Helping Out**

Perhaps contrary to intuition, those without a well defined interest or mature skills frequently find it easier to begin helping out around the Club than do many experienced modelers. There are always track or wheels to be cleaned, floors to be vacuumed, tools to be stowed, trash to be picked up. Visitors need to be welcomed and escorted throughout the building. Weeds need to be trimmed and rest rooms need to be cleaned.

For those with a more defined interest in one or another aspect of the hobby, clinics need to be taught, scenery needs to be constructed and refined, track and switches need to be laid, rolling stock needs to be inspected and electrical wires need to be run and labeled.

The way to get involved in any of these "advanced" pursuits is to observe an active club member at work, and ask to help. Where a member has an interest in undertaking a specific "project", large or small, the proposed project should be brought to the attention of the responsible committee Chair, who will first ensure that the project does not conflict with any others which may be planned or in progress and then help obtain any required materials or assistance.

An additional opportunity exists for all club members, experienced or not, in helping with the construction of the Club's building expansion. This is a monumental effort, undertaken entirely through the volunteer efforts of the club membership, which requires all available effort during the warmer seasons of the year. Qualified members of the Building Department are available each Saturday to provide instruction and supervise construction efforts.

## **2.7 "Diner" Traditions**

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One of the longer-lasting traditions of the Club is the twice-weekly pilgrimage to the Union Plaza Diner. "The Diner" is located in the US-22 median, approximately 2/10 mile east of Jefferson Avenue. Those Club members with nothing better to do typically take dinner at The Diner at 5:00 PM every Saturday evening, following public visiting hours, and every Tuesday night at 10:00 PM, following the operating session. The food's OK and the company isn't bad either.

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## **3.0 HISTORY**

### **3.1 Summit - New Providence HO Railroad Club, Inc.**

The Club traces its roots back to Mr. Paul Mallery and the Summit-New Providence HO Railroad Club, which was incorporated around his home basement layout in February, 1949. Fifty years ago, many said Paul Mallery was crazy when he had a house built above a basement he designed to meet the needs of a model railroad. He started the Summit-New Providence HO Railroad Club in that basement and from the beginning people said he was crazy when he foresaw and dreamed of the day when the club would have its own building and layout room.

### **3.2 Club Building - 1st Section**

Planning and construction of the original Club building commenced in 1969, and culminated in the dedication of the 1st section structure in 1976.

### **3.3 Club Building - 2nd Section**

The basic plan for the second section had been developed during construction of the original building. Detailed design of the building expansion began in 1991. Construction commenced during the spring of 1994. To date expansion of building exterior is complete, along with interior lighting, fire sprinklers and the start of the bench work for the new layout. We are presently working to secure the "C.O." (Certificate of Occupancy).

### **3.4 Annual Shows**

The Club began hosting Model Railroad Shows as a method of raising the funds needed to construct the original building. These early shows were largely sales events which were held in a rented hall. As the Club's present building and enclosed layouts were completed, these shows began to take on a more operational flavor. The Annual Show continues today as the Club's most visible event and its principal source of capital funding. Because the Annual Show occurs during the winter holidays, you may be asked to help with staffing.

### **3.5 Notable Achievements**

Members of the Model Railroad Club have been responsible for many model railroading "firsts" over the years. The Club was the first to develop and employ a computerized cab control system (no longer in use). The world's longest model train, over 500 cars, was operated on the Club's HO layout. Club members are continually advancing model railroad art and technology. The Club currently has one of the largest DCC layouts in the area and we're still growing!

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## 4.0 MEMBER SERVICES

### 4.1 Clinics

Basic and advanced modeling clinics are available to Club members at reduced cost. Clinic dates are announced in the *Clearboard*.

### 4.2 NMRA Membership

The Club offers and encourages membership in the National Model Railroad Association (NMRA). Information concerning membership applications, NMRA masters program, and standards (DCC, couplers, weights, etc.) are available to members.

### 4.3 Discount Purchases

Discounted model railroad products are available to members during the Annual Show at the Club gift shop or when a sales table is operated for the benefit of the Club and its visitors.

### 4.4 The *Clearboard*

Members receive a periodic newsletter, The *Clearboard*, which reports on happenings at the Club. The editors welcome articles and photographs submitted by members.

### 4.5 Member Directory

The Directory provides the names, addresses, e-mail, and telephone numbers of the entire Club membership. Revisions are published and placed in the drawer that is located in the lobby of the club.

### 4.6 New Member Indoctrination

One of the responsibilities of the Membership Department is to indoctrinate new members into the culture of the Club. Each new member will receive a name tag and a copy of this Handbook, and will be surveyed with respect to their interests in model railroading and Club operations. Additionally, the respective activity Department Head, or a representative, will introduce new members at operating sessions, work sessions and Club meetings and will assign an established club member to act as mentor.

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## 5.0 POLICIES

### 5.1 Smoking

Smoking is not permitted anywhere inside the Club building. Smoking is permitted only on the exterior grounds. *Note:* A container for extinguishing and disposing of smoking materials is provided outside the entrance of the building. Do not place any paper (fire hazard) or cans or bottles in this container.

### 5.2 Food and Drink

Food is not permitted on or under the Club layouts. Food is only permitted in the area adjacent to the soda machine, meeting room, shop, and external grounds. Generally, drinks are permitted anywhere in the Club building while participating in Club activities, but extreme care should be taken to avoid damaging layout components when drink is had on the Club's layouts.

### 5.3 Guests

Guests are welcome during periods when the Club is opened to the public. A nominal donation is expected. Guests are welcome at other times, only when accompanied by an active Senior member of the Club. All guests should be treated with respect, courtesy and interest.

### 5.4 Junior Members

Junior members are welcome at the Club whenever their respective Senior member sponsors are present. Junior members must be supervised at all times by their sponsor.

### 5.5 Private Property

Valuable private property, including brass and super-detailed model railroad equipment, tools, etc. should be kept secured or taken home when not in use. While proven cases of theft will be prosecuted to the fullest extent of the law, the Club cannot be held responsible for lost or stolen property.

### 5.6 Club Property

The benchwork, lumber, track, scenery, layout wiring, control panels and electrical/electronic components, HVAC, lighting, public address systems, etc. are corporate property of the Club. Members may not remove Club property from the Club premises except with permission from the Board of Directors.

### 5.7 Reimbursement for Material Purchases

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Members may be reimbursed for material purchases made in the Club's name, but only if said purchases were authorized in advance by an appropriate Department head or committee chairperson. Reimbursement forms are located in the meeting room by BOD's office. These forms need to be filled and signed by the Department head prior to purchasing any supplies or equipment for the Club.

## 5.8 Board Meetings

Meetings of the Board of Directors are typically open to the general membership, although members in general may not address the BOD.. Members may be invited to attend and be heard at a BOD meeting if an issue of interest to that member is placed on the agenda. The Minutes of Board meetings are distributed through the Club's official newsletter, the *Clearboard*.

## 5.9 Operating Sessions

Among the primary activities of the Club are building and operating model railroads following the practices of prototype railroads. This is one of the aspects of the Club that sets it apart from many of its peers. In order for an Activity Department to remain viable, it must hold prototypical operating sessions at least once each quarter, on at least one of its railroads, following completion of mainline trackwork and wiring on 50% or more of any railroad's intended route. Activity Departments which are unable to participate in this critical aspect of the Club's existence within 5 years of the Department's inception will be disestablished.

## 5.10 Abusive Language or Practices

Abusive or disrespectful language, harassment, etc. is grounds for temporary administrative sanction, i.e. withholding of operating and/or access privileges for a specified time or, in the case of club officers, department heads, and committee chairpersons, temporary suspension of duties. Repeated offenses, or physical abuse of scenery, equipment, or other members, is grounds for permanent dismissal from the Club.

## 5.11 Building Access

Building access, the ability to enter the Club alone, at any time, is controlled by the Board of Directors through the Building Department Head. Only those members with a bona fide need, as determined by the Board, will be given unrestricted building access.

## 5.12 Abuse of Facilities

Deliberate abuse of Club facilities is grounds for permanent dismissal from the Club.

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## **5.13 Fire Insurance**

The Club maintains insurance coverage against loss of Club property, and of the Club building, due to fire. This insurance does not extend to private property at the Club. All members are advised to include any tools, rolling stock, etc. on their homeowner's or renter's fire insurance policies.

## **5.14 Responsibility for Theft or Damage**

While every effort is made to safeguard the Club building and its contents, the Club is not responsible for theft of, or damage to, private property.

## **5.15 Compensation for Administrative Responsibilities**

A Regular Member appointed to the position of Club Custodian is entitled to request a credit of up to 100% off his or her monthly dues, in recognition of the considerable effort entailed in discharging this responsibility.

## **5.16 Power Tool Safety**

Members will complete an appropriate safety training program approved by the Building Department Head prior to using any power tool on the Club premises. Additionally, any members using a power tool on the Club premises will wear an approved form of eye protection whenever a risk of eye injury exists. Junior members must have the written permission of parent or guardian before using power tools on Club premises and must be accompanied and supervised by parent or Senior member while using power tools. Generally, Senior members are willing to perform work requiring the use of power tools on behalf of the Junior member.

## **5.17 Liability for Injuries Due to Member Negligence**

The Club assumes no liability for injuries caused by member negligence, whether the negligent party be the one injured or the one injuring another. Member negligence is presumed in cases where the injured party was operating a power tool at the time of injury without first completing an appropriate approved safety training program or without wearing prescribed eye protection and observing other prescribed safety precautions.

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## 6.0 PROCEDURES

### 6.1 Membership Applications

Applications for membership are tendered to the Membership Department. Typically, a one-month probationary period, during which a prospective member is expected to become familiar with the Club, and visa versa, is required prior to Board action to approve or disapprove applications for membership. This probationary period may be waived for former members and distinguished model railroaders. Applications are self explanatory and available in the Club office. Membership applications are accepted at any time except during the Annual Show.

### 6.2 Rolling Stock Inspection

Rolling stock which is to be introduced onto the Club's layouts is first inspected for compliance with applicable standards by the appropriate Master Mechanic. Registration cards for new equipment are located at the Master Mechanic's desk and color code assignments for new members are available from each Master Mechanic. A complete list of color codes is posted at the Master Mechanic's desk.

Rolling stock may also be subject to inspection following repeated derailments or other operational difficulties noticed during operating sessions. Additionally, the Master Mechanics may periodically spot check the layouts for substandard equipment. Defective equipment is placed in a shop order box pending owner repair. Once repaired, the repaired equipment must be re-submitted to the Master Mechanic prior to operation on the layouts.

### 6.3 Submitting *Clearboard* Articles and Announcements

Articles of general interest may be submitted for publication in the Club newsletter, the *Clearboard*. The copy, with the writer's name and telephone number, should be forwarded to the *Clearboard* editor, c/o the editor's e-mail or mailbox in the Club office. Instructions for submissions are given in each month's *Clearboard*.

### 6.4 Petitioning the Board of Directors

Members with business to bring before the Board of Directors should contact the Club Secretary, who will establish an appropriate agenda item and provide the date of the next scheduled Board meeting.

### 6.5 Submitting Articles for Commercial Publication

Members wishing to feature the Club in articles intended for commercial publication should provide copy to the Development Department head for proof reading prior to submitting outlines or the completed articles to the publisher.

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## **6.6 Amendments to the Constitution**

Proposed amendments to the Club Constitution must be submitted for member review at least two weeks prior to the Annual Membership Meeting at which they are to be considered. Publication in the Clearboard provides sufficient notification if accomplished within the prescribed time frame. A 2/3 majority of the voting members present or represented by proxy is required to approve a Constitutional Amendment.

## **6.7 Proposing Designs for Modification or Expansion of the Club's Layouts**

Proposed designs for changes to present layouts, or for layout expansion, should be submitted to the appropriate Activity Department's layout design committee.

## **6.8 Forming or Reinstating an Activity Department**

A new Activity Department may be formed, or an inactivated one reinstated, at the request of any 5 active members who intend to affiliate with it.

Reinstating an already approved but inactive Activity Department is done by notifying the BOD of the election of a Department Head and submitting an organizational chart.

Forming a new Activity Department requires an amendment to the Constitution, however, and as such is subject to approval by a 2/3 majority of the voting membership at a Special or Annual Meeting of the Club.

## **6.9 Removal of a Committee Chair or Railroad Superintendent**

Railroad Superintendents and Committee Chairs serve at the pleasure of a responsible Department Head. It is the Department Head's responsibility to ensure that these duties are carried out in a satisfactory manner, and to instruct, remove or replace personnel in cases of unsatisfactory performance.

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## **7.0 RESPONSIBILITIES**

### **7.1 Dues**

All members are responsible for paying their dues on time. While the Treasurer is responsible to notify members whose dues are in arrears, it remains the members' responsibility to keep their dues accounts up to date. Members who are two months delinquent shall be notified and a late fee of ten percent of the entire dues balance shall then be added to the dues balance. Members who are more than four months delinquent in dues payment are subject to removal from the membership roster. To pay your dues, place your dues payment in the envelopes provided in the meeting room. Fill out the envelope with the appropriate information and place the envelope in the mail slot located in the meeting room.

### **7.2 Neatness**

All members are responsible for the general neatness of the Club, its grounds and its facilities. Members should always store or dispose of tools, materials and trash prior to leaving the Club or moving from one work area to another.

### **7.3 Rolling Stock Maintenance**

Members are responsible for maintaining the rolling stock they own. Equipment that has been "shopped" due to an operating defect or non-conformance with Club standards by the Master Mechanic should be claimed and removed from the car shop without delay. Such equipment must be returned for re-inspection by the Master Mechanic upon completion of repairs.

### **7.4 Care of Club Property and Member Equipment**

All members are responsible to exercise extreme care with Club property and other members' equipment. Deliberate or repeated abuse is grounds for dismissal from the Club.

### **7.5 Annual Membership Meetings**

Attendance at the Annual Membership Meeting is the responsibility of each and every member. The vitality of the Club depends on all of us.

### **7.6 Responsibilities of the Board of Directors**

The Board of Directors establishes the Bylaws which guide the day-to-day operation of the Club, subject to good sense and the wishes of the Club Membership. Additionally, the Board develops the next year's consolidated budget for consideration by the general membership at the Annual Membership Meeting of the Club. The consolidated budget includes funding for each Administrative and Activity Department's activities throughout

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the coming year. The Board of Directors is responsible for ensuring that no expenditures are funded which would significantly impact the viability of the Club without first having been approved by the general membership through the consolidated budget process.

The Board of Directors is additionally responsible for the activities of the Administrative Departments: Development, Building, and Membership. They ensure the safety and security of the Club's structures, the quality of the Club experience and the satisfaction of the Club membership, and the future viability of the Club.

## **7.6.1 Responsibilities of Club Officers**

### **7.6.1.1 The President**

The President convenes the Annual Membership Meeting of the Club, as well as any Special Membership Meetings as may become necessary.

The President of the Club, or in his or her absence, the Vice President, presides at meetings of the Board of Directors. Additionally, the President and Vice President serve to facilitate and moderate each year's budget development process.

The President's signature is required to make withdrawals from all Club accounts.

### **7.6.1.2 The Vice President**

The Vice President's primary roles are to assist and stand-in for the President at Club functions in his or her absence. The Vice President's signature is required, along with the President's, to make withdrawals from Club accounts, or in place of the President's if the withdrawal is made to the President or if the President is unavailable. The Vice President also serves as Head of the Development Department.

The Vice President convenes the Annual Membership Meeting and any Special Membership Meetings and presides over Board of Director meetings if the President is not available to perform these functions.

The Vice President, along with the President, serve to facilitate and moderate each year's budget development process.

### **7.6.1.3 The Secretary**

The Secretary is responsible for keeping a legal record of the minutes of meetings of the Board of Directors and of the Annual Membership Meeting, and for maintaining an historical record of significant events and other milestones in the Club's development. Documentation of current and past activities may be included on the Club website which is also the responsibility of the Secretary. The website falls under the domain of the IT Department which is also charged to the Secretary but may be assigned to an IT Manager.

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## 7.6.1.4 The Treasurer

The Treasurer is responsible for maintaining a current dues roster and collecting monthly dues from the general membership, for the financial accounting of the Club's assets, for presenting the next year's consolidated budget at the Annual Membership Meeting of the Club, for submitting the annual report of the Corporation to the Club membership and the State of New Jersey, for compiling a summary of income, assets, liabilities and expenses for the annual report of the Corporation, and for compiling and filing any tax information which may be required by the State or Federal Governments. The Treasurer will submit all Club financial records to an auditing committee appointed by the Board of Directors of the Club on an annual basis.

## 7.6.2 Responsibilities of Activity Department Heads

The HO and N (and potentially O, S, Garden and Live Steam) Activity Department Heads are responsible for determining and responding to the interests and desires of the membership of their respective Departments, and for representing these members at meetings of the Board of Directors. They are responsible for maintaining a departmental bulletin board, for developing a departmental budget, for introducing new members at work sessions, operating sessions, club and department meetings, for assigning established members to act as mentors to new members, and for compiling a summary of departmental activities for the annual report of the Corporation. They appoint interested volunteers to the Departments' Electrical, Scenery, Track work, Equipment, Layout and Operations Committees, as well as the Superintendents of each of the Department's operating railroads, and are responsible for ensuring that their activities meet the needs of the department's members. They may additionally appoint assistants, or Chairpersons, to supervise any or all Activity Department committee activities as necessary.

## 7.7 Responsibilities of Administrative Department Heads and Committee Chairpersons

Three members of the Board of Directors, typically the Vice President and the two Directors, are responsible for the activities of the Administrative Departments. They may designate deputies from among the Club membership to assist them in these duties. Their Departments are responsible for the tasks by which the Club itself is administered and maintained.

### 7.7.1 Membership Department Head

The Head of the Membership Department is responsible for maintaining an accurate membership roster, for recruiting new members, for indoctrinating new members into the Club, for providing name tags, for recruiting interested members to serve as Club Officers, for updating this Handbook, for compiling a summary of departmental activities for the annual report of the Corporation, and for publishing a Club newsletter, the *Clearboard*. The Membership Chairperson is also responsible for maintaining the Club's Constitution and Bylaws according to the Constitution and for providing copies of it to

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Members in good standing upon request. He or she may be assisted on a volunteer basis by committees of interested Club members, including the *Clearboard* Editor, Nominating Committee, Survey Committee and Indoctrination Committee.

## 7.7.2 Building Department Head

The Head of the Building Department is responsible for the safety, security, upkeep and maintenance of the Club's facilities, for recommending and administering appropriate fire and liability insurance, for approving and promulgating appropriate safety training programs including power tool safety, for compiling a summary of departmental activities for the annual report of the Corporation, and for supervising the design and construction of any building expansions or reconfigurations. He or she may be assisted by on a volunteer basis by committees of interested Club members, including the Housekeeping, Electrical, HVAC, Security, Safety, Architecture, Landscape and Construction committees.

## 7.7.3 Development Department Head

The Head of the Development Department is responsible for publicizing the Club in various newspapers and model railroading publications, for coordinating model railroading clinics for the public, for coordinating the Annual Show, including construction and maintenance of layouts which operate solely for the enjoyment of visitors to the Club, and for compiling a summary of departmental activities for the annual report of the Club. He or She may be assisted on a volunteer basis by committees of interested Club members, including the Publications, Publicity, Ticket Window, Gift Shop and Show committees.

## 7.8 Responsibilities of the Auditing Committee

The Auditing Committee consists of two members appointed annually by the Board of Directors, who are responsible for conducting and reporting on the results of a comprehensive audit of the Club's finances, such report to be presented at the Annual Membership Meeting of the Club. Members of the auditing committee may not serve more than one consecutive one-year term.

## 7.9 Responsibilities of Activity Department Committee Chairpersons and Railroad Superintendents

Committee Chairpersons and Railroad Superintendents assist their respective Department Heads in meeting the needs of the Club and its membership.

### 7.9.1 Electrical Committee Chairperson

The Chair of each Activity Department's Electrical Committee is responsible for promulgating standards for electrical color codes and wiring practices, for training interested members in the art and science of electrical wiring, and for ensuring that

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electrical wiring and components used on the Department's layout(s) are safe and reliable. They additionally recommend purchases of necessary electrical supplies to their respective Activity Department Heads.

## **7.9.2 Equipment Committee Chairperson**

The Chair of each Activity Department's Equipment Committee is known as the Chief Car Inspector. The Chief Car Inspectors are responsible for promulgating standards for rolling stock interoperability, including couplers, coupler height and coupler operation, weight, wheel gauge, flange depth and axle conductivity, and for ensuring that all rolling stock operating on the Department's layout(s) meets these standards.

## **7.9.3 Operations Committee Chairpersons**

The Chair of each Activity Department's Operations Committee is responsible for coordinating policies and procedures for the training and qualification of operating personnel, for job assignment, and for the interchange of equipment between the various railroads which make up their respective Activity Department's layout(s). They are assisted by the Operations Committees, consisting of the Superintendents of each distinct operating railroad or Division, as appointed by the respective Activity Department Head.

The Operations Committees define the types of industries found on their respective layout's railroads, maintain the railroads' car order and waybill storage boxes, and publish Schedules, Operating Rules and Employees' Timetables for each of the Club's railroads and operating Divisions.

## **7.9.4 Railroad Superintendents**

Railroad Superintendents are appointed by the respective Activity Department Head responsible for each railroad or operating division on the Club's layouts. The Railroad Superintendents are responsible for developing policies and procedures for the training and qualification of operating personnel, for job assignments during railroad operating sessions, and for promulgating the hierarchy of job assignments, and for the assignment and movement of rolling stock. Additionally, they develop the Employee's Timetable to be used within their assigned territories.

Notwithstanding the leadership and coordinating role of the Operations Committees Chairpersons, each Superintendent has complete authority over those railroad operations which solely affect his or her assigned territory.

## **7.9.5 Scenery Committee Chairpersons**

The Chair of each Activity Department's Scenery Committee is responsible for training and coordinating the activities of members interested in constructing or maintaining buildings, roads, trees, landscape and other structures for the Department's layout(s). They are additionally responsible for recommending purchases of scenery materials, as

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well as step-stools and other protective items which may be required to prevent members and visitors from damaging the layout when reaching over scenic elements, to their respective Activity Department Heads.

## **7.9.6 Track Work Committee Chairpersons**

The Chair of each Activity Department's Track work Committee is responsible for training and coordinating the activities of members interested in constructing or maintaining track work, railroad bridges, tunnels and signals on the Department's layout(s). In concert with the Chief Car Inspectors, they determine standards for track gauge, dimensional clearance, switch length, frog and rail codes appropriate to each of the Department's railroads.

## **7.9.7 Layout Design Committee Chairpersons**

The Layout Design Committees are comprised of the Chairs and interested membership of each Activity Department's Operations, Track work and Scenery Committees, as well as the administrative heads of the Development and Building Departments. They are responsible for recommending viable designs for layout changes or additions to their respective Activity Department Head, for subsequent review and approval by the department membership. The Chairs of the Layout Design Committees are appointed by their respective Activity Department Heads and charged with the often difficult task of obtaining consensus support on proposed designs for layout modification or expansion.