

# Miami Valley Garden Railway Society By-Laws

February 2000

(Revised April 20, 2017)

## 1.1 Name of the Organization

The name of the organization is **Miami Valley Garden Railway Society**, hereafter referred to as **MVGRS**.

## 1.2 Purpose

The purpose of the MVGRS is to have a good time, and promote the garden railroad hobby through public appearances. Stated formally, the MVGRS is an association of those interested in garden railways whose purpose is to share information about layouts and equipment and to have fun building and operating garden railways.

MVGRS is a not-for-profit group; all assets of the club are jointly owned by all MVGRS members; any monies received go toward paying bills for stuff the club owns in concert. No member receives any monetary benefits, only the joy of fellowship and learning, and the opportunity to work hard for no pay.

## 1.3 Membership

There are two classes of membership in the MVGRS. One class is business, available to appropriate train-or-landscaping-connected businesses. Business dues are \$50.00 per annum, and include a complimentary business card advertisement in the club newsletter, TRACKS, at least every other month.

The other class of membership is open to any train enthusiast. All memberships are family, regardless of the number in the family. Each family member will receive a current name badge if the names are given to the Membership Director.

Present dues are \$20.00 annum. Dues are due in January. Those who join or renew in October through the end of the year will be accorded membership through the following year at \$20.00 per annum.

## 1.4 Rights and Duties of Membership

All members have the right to vote, hold office, chair committees, and quibble as the need arises. All members will treat members' homes and/or equipment with kindness and courtesy. Members are expected and encouraged to support club projects as they are able.

## 1.5 Meetings

All club and board meetings are open to all members. The time and the location of all meetings are published in the MVGRS newsletter in advance of the meetings.

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General membership meetings are held the second Sunday of the month, with exceptions and alterations made to avoid conflicts with certain holidays.

Board meetings are held the third Thursday of the month, except when announced otherwise.

## 1.6 Management

The Board of Directors of MVGRS shall conduct all the more tedious aspects of club business, including fundraising projects, long-range planning, until such time as it is appropriate to bring matters before those members attending a general membership meeting. Expenditure of more than \$1,000.00 of club funds should be brought before club members for a vote; participation in more than five shows or exhibitions within a calendar year should be brought before club members for a vote; replacement of a president/vice president unable to fulfill their duties should be brought before club members for a vote.

The Board consists of the President, the Vice-President, the Treasurer, the Secretary, the Tracks Editor, and the Directors of Operations, Programs, Equipment, Membership, and the Historian. This group will be augmented as necessary, including Webmaster and the chairs of upcoming events and shows.

### 1.6.A Elections

The Board of Directors shall act as an election committee and recommend a slate of four officers (President, Vice-President, Treasurer, Secretary) to the general membership annually for voting. Nominations for the above positions will take place in November, and voting will be at the December meeting. Elected officials will assume duties in January.

## 1.7 Officer Duties and Responsibilities

### **Elected Positions**

President: Chair of the Board of Directors; coordinates activities of the MVGRS; promotes the MVGRS and its activities; presides at MVGRS meetings and Board of Directors meetings; appoints the chair and subcommittee for major MVGRS events, with concurrence from the Board of Directors; writes a column, "Notes from the President" for the newsletter; maintains "Officer Duties and Responsibilities" and updates annually; acts as contact point for all members; acts as alternate signature for the MVGRS checking account.

Vice-President: Member of the Board of Directors; performs duties of the President when required; maintains and publicizes the official MVGRS schedule; develops, maintains, publicizes a list of member experts willing to consult with members; develops and maintains a listing of MVGRS members layouts; acts as alternate signature for MVGRS checking account.

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Treasurer: Member of the Board of Directors; collects and disburses funds for MVGRS; maintains MVGRS checking account; primary signature for MVGRS checking account; maintains cash funds for MVGRS; provides up-to-date financial status at each Board meeting or as requested by members of the Board; prepares annual financial statement for publication in the newsletter **for members only** and for presentation at a membership meeting.

Secretary: Member of the Board of Directors; records the actions taken at MVGRS Board of Directors meetings; records highlights of all MVGRS meetings and provides write-up to the President to assist in preparation of the monthly column; performs as social secretary for the MVGRS.

Immediate Past President: The outgoing President will remain a member of the Board of Directors to provide continuity of leadership. The position is automatic and requires neither election nor appointment. The person shall serve until the current President is not reelected and assumes this position.

### **Appointed Positions**

TRACKS Editor(s): Members of the Board of Directors; publishes and distributes a monthly MVGRS newsletter containing information about upcoming events, past activities, future planning, and articles of interest to membership; prepares and distributes membership rosters three times a year.

Operations Director: Member of the Board of Directors; plans and oversees installation of train layouts for display and train shows in cooperation with event chairman to achieve safe and smooth operation; oversees the installation of temporary train layouts for MVGRS membership meetings, if needed; obtains raffle prizes as required.

Program Director: Member of the Board of Directors; plans the program schedule; recruits speakers/presenters to prepare and present programs for each general membership meeting as well as for special events; develops and maintains a list of people willing to provide clinics on various topics; coordinates programs to ensure proper facilities and equipment are available at each meeting; provides program write-ups to newsletter editors.

Historian(s): Member(s) of the Board of Directors; collects, organizes, and maintains photographs and information about MVGRS activities as a history of the club; prepares and displays photo displays of member layouts and MVGRS activities for shows and displays; maintains brief descriptions of the layouts of club members.

Equipment Director: Member of the Board of Directors; develops and maintains an inventory of all MVGRS-owned equipment; arranges for the storage of MVGRS equipment and access to the equipment for club activities; makes recommendations for equipment repair or replacement;

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purchases or arranges the repair of equipment as budgeted and approved by the Board of Directors.

Membership Director: Member of the Board of Directors; recruits new members by following up on inquiries, personal references and contacts at shows and displays; ensures recruiting information and sign up forms are available at shows and displays; contacts inactive members to encourage them to renew their membership; responsible for current membership roster and keeps newsletter editor(s) apprised of current member status; responsible for preparation and distribution of name tags to members as required.

Webmaster: maintains MVGRS website; regularly updates website by listing current and future events and posting pictures of recent MVGRS events; provides links to vendors, other G scale clubs, and other railroad web sites.

Event Chair: responsible to the Board of Directors for planning, coordination, set up, operations, and tear down for a specific MVGRS event such as a train show display, our annual banquet, or any similar event; attends Board of Directors meetings preceding said event to report plans and progress and to identify support required and following the event to evaluate conduct of the event to suggest improvements.

### 1.8 Club Equipment

The MVGRS club-owned trailer is used to store and transport track and other items necessary to set up displays at shows and other events. The trailer will be registered in the club's name and licensed in a board member's name. Insurance on the trailer and its contents will be in the club's name and renewed yearly.

In the event that lack of membership (fewer than 5) or interest causes the club to be dissolved, all assets shall be sold at market price, and the proceeds from that sale given to Children's Hospital. (Or the American Red Cross, or some mutually acceptable and well-known charity.)

### 2.0 Purpose of these By-Laws

By-laws are intended by their nature to aid an organization in running smoothly, but as they are instituted at a set time by a specific set of members, they may require amendment in the future. Since a majority of attending members should be required to approve the by-laws as presently constituted, so it should require a majority to approve any proposed changes. Proposed changes to the by-laws should be published in the newsletter well in advance so that members have time to consider and form an opinion prior to the meeting where a vote would occur.