



Operating Rules of the Sacramento Model Railroad Historical Society, Inc.

(Referred to herein as "the Society")

ARTICLE 1 - OFFICERS

Section 1. Nominating Committee. The President shall appoint a nominating committee who shall nominate a slate of officers for the ensuing year, which slate shall be presented at the last business meeting which is at least four weeks prior to the annual meeting. The nominating committee shall only nominate candidates who are regular members in good standing and who meet the requirements as indicated in Article 1 – Section 4 and shall contact each nominee prior to the date of the business meeting at which nominations are announced, as set forth in set forth in Article 1 – Section 2, to determine if the candidate can and will serve if elected. The nominating committee shall make special effort to select candidates particularly well suited for the office in question and candidates that can work well together. A member of the nominating committee may be selected to the slate of officers.

Section 2. Nominations from the Floor. At the business meeting at which the nominating committee announces their nominations, the President shall call for further nominations from the floor. Three weeks before the Annual meeting of the fiscal year, there shall be mailed to each member a notice of the meeting together with an absentee ballot listing candidates selected by the nominating committee and those nominated from the floor. Should a member be unable to attend the Annual Meeting, said member shall mail to, or deliver to the secretary his completed ballot which must be received prior to the election in order to be considered valid. Write-in votes on absentee ballots shall be permitted for all offices.

Section 3. Election. At the Annual meeting of the fiscal year, the President, after determining that a quorum is present, shall call for any additional nominations and shall then appoint tellers to pass out ballots to members present who are eligible to vote. After allowing sufficient time for voting the teller shall collect the ballots, including absentee ballots mailed to the Secretary. The teller shall then count

the ballots and deliver the results to the President. The candidate receiving the highest vote for each office shall be declared elected and shall take office at the start of the new fiscal year as defined in Article 11 of the BY-LAWS. In the event two candidates tie for the highest vote, a second vote shall be held at the same meeting. Any absentee votes for either candidate shall still be counted. The person with the highest vote in the run-off election shall be declared the winner.

Section 4. Term. Members-at-Large shall serve for a term of three years. One such term shall expire each year. All other officers serve a one-year term. All officers and Members-at-Large shall have at least one year of continuous active membership as a regular member immediately prior to election; time spent as a probationary member before becoming a regular member shall count towards the one-year requirement.

Section 5. Duties. The duties of the Officers shall be as follows:

- A. **PRESIDENT:**
 - 1. Perform the usual duties of such office.
 - 2. Preside at all meetings of the Society.
 - 3. Act as Chairman of the Board of Directors.
 - 4. Responsible for the orientation of new members.
 - 5. At the end of the fiscal year, appoint a committee to audit the books for the benefit of the Society and for proper clearance of the Treasurer

- B. **VICE-PRESIDENT:**
 - 1. Responsible for the chairmanship of all Open Houses
 - 2. Assumes the office of President during the absence of the President or at the request of the President.

- C. **SECRETARY:**
 - 1. Keep records of all Society meetings.
 - 2. Notify members of specially scheduled meetings.
 - 3. Keep current Society rosters of committees and elected officers.
 - 4. Prepare Society correspondence as directed by the President.

- D. **TREASURER:**
 - 1. Keep records of all funds received and paid out by the Society.
 - 2. Report treasury status at all scheduled Board of Directors meetings and General Membership meetings.
 - 3. Provide dues notices to members delinquent in payment of Society dues.
 - 4. Maintain the Society membership listing
 - 5. Keep the President informed as to members that are delinquent in payment of Society dues.

- E. **ALL OFFICERS**
 - 1. Be responsible for the physical maintenance of the building.

ARTICLE 2 - VACANCIES

The Board of Directors shall, immediately following the notification of a vacancy in an elected office, appoint a replacement to serve the remainder of the fiscal year. If the term of office extends into the

following fiscal year, a replacement shall be elected at the next Annual meeting to serve the remainder of the unexpired term.

ARTICLE 3 - EXPENDITURES

Expenditures for approved Society projects by members desiring reimbursement must be authorized in advance by the Board of Directors. Reimbursement will be made only upon presentation of a receipt and, where appropriate, the purchased goods. Members assume all risk of non-reimbursement for expenditures made on the Society's behalf without prior Board of Directors authorization.

ARTICLE 4 - MEETINGS

Section 1. Open Hours. Open Hours of the Society shall be at least weekly during the year. (see Standing Rules)

Section 2. Business Meetings. Business Meetings may be called by the President or Board of Directors at any time providing that notice to the membership is provided at least two-weeks in advance of the meeting date. There shall be a Business Meeting held at least once each quarter during the fiscal year.

Section 3. Annual Meeting. The Society will have one Annual Meeting on the last Friday of September to elect officers. The Annual Meeting may be combined with a Business Meeting at the discretion of the Board of Directors.

ARTICLE 5 - DUES

Dues shall be as follows:

	12 Months <u>Annualized</u>	<u>Monthly</u>
Regular Member	\$240	\$20
Junior Member	\$120	\$10
Associate Member	\$60	\$5

Society dues are payable monthly and are due at the beginning of the month. They will be delinquent thirty days after the due date, during which thirty days the member shall remain in good standing. At the expiration of thirty days, the Treasurer shall send notice to all delinquent members that they may be subject to dismissal from the Society by the Board of Directors if dues are not paid within thirty days from the date of the delinquency notice.

Society dues may be pre-paid up to 12 months in advance. No more than 12-months of pre-paid Society dues will be refunded to a member upon that member's resignation from the Society.

ARTICLE 6 - COMMITTEES

The President may establish such committees as is deemed necessary and appropriate. The President shall appoint members to the committees and assign the tasks to be completed. The President may disband established Committees upon completion of their assigned tasks.

Established Committees shall provide regular ongoing reports to the Board of Directors regarding their activities.

ARTICLE 7 – ALCOHOL, CANNABIS AND ILLEGAL SUBSTANCES

Consumption of alcoholic beverages, cannabis or any illegal substances shall not be permitted on the premises of the Society.

ARTICLE 8 – SMOKING AND VAPING

Smoking and vaping shall be prohibited inside the building or within 20 feet of building entrances

ARTICLE 9 - NOTIFICATION

The President will notify the membership of all Board of Director meetings where practical. These meetings are open to the public meeting and can be attended by members. Before any member vote can take place in an annual or business meeting, a notice must be provided two weeks in advance of the vote. A member can request an absentee ballot. Distribution of an agenda is considered notification. The notification must include description of items to be voted on.

ARTICLE 10 - STANDING RULES

Standing Rules may be adopted by a simple majority vote of members in good standing present at a business meeting, provided that a quorum is present.

ARTICLE 11 – BUILDING ACCESS

Section 1. Key Cards. Each member of the Board of Directors shall be provided with a building access card. Other Regular Members may be provided with a building access key card at the discretion of the Board of Directors.

Section 2. Building Access Agreement. All Society members receiving a key card are required to sign the Society's Building Access Agreement prior to receiving their key card and must abide by all the terms therein.

ARTICLE 12 – DONATIONS

Section 1. Voluntary Non-Cash Contributions. Voluntary contributions to the Society of labor and/or services, building materials, layout components, rolling stock, etc. are welcome. Acceptance of a contribution may be subject to a majority vote of the Board of Directors. Once accepted, these contributions immediately become property of the Society and may be used for any legitimate purpose, including the sale of donated items for cash. Once accepted, voluntary contributions may not be repossessed by the donor. Donors of items of sentimental value should take this policy into consideration.

Section 2, Voluntary Cash Contributions. All voluntary cash contributions to the Society, via extra dues, fund-raising drives or any other activity, immediately become property of the Society and may not be repossessed by the donor. Voluntary cash contributions may be used for any legitimate Society purpose and are subject to standard purchasing procedures.

Section 3. Use of Donations. Donors of cash and non-cash contributions may not dictate the manner in which their contributions must be used.

ARTICLE 13 – LIABILITY FOR MEMBER’S PERSONAL PROPERTY

The Society shall not be responsible for any member-owned locomotives, rolling stock, tools or other equipment or any personal property while on Society premises. Members leaving such property on Society premises do so at their own risk.

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