

December 22, 2019

# Polk Station Rail

## “A Model Railroad Club”

### Willamette Western Railroad

# Bylaws

## Rickreall, Oregon



As of: December 2019

Polk Station Rail Approved Pres. Lon Johnson

**Bylaws of the Polk Station Rail Model Railroad Club**

## **Article I: Name and Purpose**

### Section 1: Name

This club shall be known as the Polk Station Rail, “a model railroad club” (PSR), hereinafter referred to as the Club. The layout Mainline will be known as Willamette Western Railroad.

### Section 2: Purpose

- A) To encourage fellowship among model railroaders by maintaining operating facilities, a local organization, exchanging ideas and information;
- B) To encourage the gathering and preservation of railroad history; and
- C) To encourage general interest in model railroading as a hobby.

## **Article II: Membership**

### Section 1: Eligibility

No person shall be denied membership because of race, color, creed, gender, sexual preference, religious beliefs, or national origin.

### Section 2: Definitions

- This club shall maintain the following active classifications of membership:
  1. Regular membership
  2. Family membership
  3. Associate membership

### Section 3: Membership Procedure

- A) Application for membership shall be submitted in writing to the Board of Directors. Applications shall be accompanied by payment of one (1) month's dues and the initiation fee. See Dues and Fees Schedule for details. One or more members of the Board of Directors shall interview prospective members and make recommendations to the Board of Directors and the general membership;
- B) If the application is approved, the applicant shall serve a six (6) month period as a probationary member commencing from the date of the application receipt. Upon completion of the six (6) month period of active participation and payment of all dues and applicable fees, the Probationary member becomes a Regular member and assumes the rights and privileges thereof; and
- C) If the applicant is determined to be not suitable for active membership, their membership is terminated immediately and the initiation fee is returned. Any Club property in the possession of a terminated member must be returned to the Club immediately. Any of the terminated probationary member's property in the possession of the Club will be returned immediately. Terminated probationary members may not reapply for membership at the probationary classification in less than two (2) years after their termination. Any dues paid in will be refunded on a prorated basis. The Board is not required to explain its actions to the member terminated. At any time during their trial period, the probationary member may request termination. Such a request shall be granted without question, and any dues paid will be refunded on a prorated basis.

#### Section 4: Duties and Rights

- A) Regular Members - Must be 18 years or older. They may voice their opinion at all meetings, may hold office, and may vote on all things at Club meetings;
- B) Family Members - Are spouses and/or children (aged 14 to 18) of a Regular member. They must be accompanied by the Regular member at meetings and functions. The first family member must pay Regular dues plus 50% of Regular Dues, \$25 initiation fee and the Grange Fee for each additional Family member. Each additional Family member must meet all other requirements for membership separately. Family members may not vote or hold office;
- C) Probationary Members (first 6 months) - They have all the duties and rights set forth in the classification that they would be in at the end of their probationary period; except they may not vote or hold office; and
- D) Associate Members – Must be 18 years or older. They enjoy all the rights and privileges of Regular Membership, but forfeit the right to vote or hold office or have any club keys or door codes. The intent is to accommodate people who live outside of the immediate area, or that have special needs because of work schedules, physical handicaps, etc. A request for Associate standing must be made at a Board meeting in person or by proxy. Associate Members are required to pay all initial entry fees to the club and pay 50% of the annual dues of Regular Membership. Since Associate Members are unable to attend meetings on a regular basis, they may not take the lead on projects, but may however assist the club in ongoing projects with Regular and Family members.

#### Section 5: Termination of Membership

- A) The Board of Directors, at a Board of Directors meeting, by a majority vote may recommend the termination of any membership for just cause. Just cause shall be any act or failure to act not in the best interests of the Club. The member in question shall be notified of the reason or reasons for the proposed termination and shall be notified by certified mail and requested to appear at a scheduled meeting of the Board of Directors to explain the circumstances giving rise to the proposed termination. Such notification shall be postmarked not less than five (5) days prior to the Board Meeting that they are requested to attend. If the Board affirms termination by a two-thirds (2/3) majority at that meeting, the membership is terminated;
- B) Non-payment of dues is cause for termination. The Board of Directors shall review the membership roster periodically for such delinquency. The Treasurer shall follow for payment or commitment for payment. If payment or commitment for payment is not received in 90 days or less from the expiration date, the membership is automatically terminated with no further Board action required. (Please refer to the payment schedule at the end of the Bylaws.);
- C) Any terminated member may re-apply for membership reinstatement. Such application will be subject to Board review and approval. Reinstatement of membership shall require paying of dues in arrears and/or current initiation fees, or any penalties the Board may levy. The Board may require the reinstated member to pass through a probationary membership at its discretion. (Any terminated member may re-apply for membership reinstatement is *subject to Section 3 Paragraph C above.*); and
- D) Any member may resign by filing a written resignation with the Board of Directors. The resigning member shall immediately return all property of the Club in their possession. Any member who has resigned is subject to Section 3 above and shall be treated as a new member.

Section 6: Leave of absence – A member may request a leave of absence from the Board of Directors.

- The intent of this provision is to relieve stress of members who are going through family emergencies or deaths in the family and need to be away for an extended period of time; this type of reason. This provision is not to accommodate members who take extended vacations. With Board approval a leave of absence requires that the member return all property of the Club that is in their possession, including keys and/or door codes to the club facilities.

Members granted a leave of absence are:

- A) Exempt from paying monthly dues during the leave of absence; however, a leave of absence does not exempt the member from payment of delinquent dues;
- B) Invited to attend the Club's activities, but are not considered voting members, nor shall they operate the Club's equipment or possess any of the Club's property; and
- C) Able to be reinstated at a future date upon payment of the current month's dues and all delinquent dues. If the member remains on leave of absence for more than six (6) consecutive months, the member is then considered to have submitted a resignation from the Club. The Board of Directors has the authority to extend a leave of absence for an additional six (6) months, if requested by the member in writing, for a period not to exceed twelve (12) months from the member's initial request for leave of absence status.

Section 7: Dues (See Dues Schedule in the *Appendix*)

- A) Membership dues levels, initiation fees, or other membership fees may be set or changed at any regular meeting of the membership present by a simple majority vote of those eligible to vote. The membership must be notified in writing of any vote to change dues or fee levels. The Board of Directors may recommend dues or fee levels; but may not set dues or fee levels;
- B) Annual membership dues shall cover the twelve-month period from January 1 through December 31;
- C) Current dues for all membership types are defined in the Dues and Fees Schedule; and
- D) Members must not be in arrears more than 90 days or three (3) months to remain in good standing, with the exception that all dues for the calendar year must be received by the first meeting of the month of December.

Section 8: Code of Conduct and Operating Rules

Members shall abide by the Code of Conduct and Operating Rules as approved by a majority of the members in good standing:

- A) Personal
  1. Polk Station Rail (PSR) does not allow smoking or alcoholic beverages in the building or anywhere on the premises;
  2. Regular Members shall be provided with a Key-Code for the front door of the Grange Building after they have been members for six (6) months of active participation. If a Regular Member fails to attend two scheduled Business Meetings or work sessions for three months, they are no longer considered "active" members and the door codes will be changed and they will not be provided with a new door code until such time they become active again. The Vice President shall attempt to make contact with said member in an effort to ascertain the members status. Door codes shall be issued solely by the Treasurer of the club;
  3. Members shall not give or sell membership lists to any person, group, or organization.

- Member's personal information is considered confidential;
4. Each member shall provide a membership number, symbol, or initials, which will serve as an identifier to be marked on all personal rolling stock, locomotives, tools, and other personal property brought to the Club's facilities or activities. The identifier will be provided to the Secretary to be maintained in a log for tracking purposes;
  5. PSR and the Rickreall Grange are not responsible for any member's personal tools, rolling stock, locomotives, buildings, scenery, electrical components (including transformers or DCC items), written or printed materials, books, video equipment (including CDs, DVDs, or tapes), or computers and/or programs left or stored in the building. If a member abandons their equipment, the disposition of said equipment will be in accordance with the ABANDONED EQUIPMENT POLICY (*See Appendix*);
  6. Members are responsible for his/her conduct and the actions of any guest(s) they bring;
  7. Be courteous to other members, especially to visitors and new members;
  8. Profanity and/or jokes of sexual content, innuendo, or connotation are strongly discouraged;
  9. Members are expected to attend and participate in any open house event; and
  10. Members shall abide by the rules and regulations as set forth by the building's landlord, whether written or verbal. This includes but is not limited to:
    - a. Power tools and/or loud construction methods (sawing, hammering, etc.) are not allowed to be used between the hours of 10 PM and 9 AM.
    - b. The hallways, stairs, landings, are to be kept clean and uncluttered.
    - c. We are to clean up after ourselves after every time we use the Wood Shop.

#### B) Layout Construction and/or Operation

1. Members shall not alter the track, wiring, scenery or support structures unless authorized by a vote of the majority of the members in good standing. Changes to the layout shall be made in accordance with the Layout Change Guidelines section of these Bylaws;
2. Tools belonging to the Club shall be cleaned and returned to their designated storage area after use;
3. Members should not borrow other member's tools without permission. If granted, tools should be cleaned and returned;
4. Should a member break or destroy a tool belonging to the Club, or anyone else, it is the obligation of that member to replace said tool at their own expense;
5. Liquids, especially flammable liquids (such as paint and solvents) shall be kept sealed until their usage is warranted. Liquids shall not be left in an open container overnight;
6. No changes or alterations to the walls, floors, ceilings, doors, windows, electrical or plumbing are allowed without consent of the Grange;
7. Members are responsible for cleaning up after themselves. Trash, food wrappers, drink containers, scrap wood, wiring or scenery materials are to be properly disposed of or removed from the building. No food items are to be kept or stored in the Club areas;
8. The last member out of the building on a work night, operation night or event activity shall insure that the heating, water, and all lights are turned off and doors and windows securely locked. On event days, all signs are to be put away properly for storage until the next event;
9. Members failing to abide by the Code of Conduct or Operating Rules may be subject to disciplinary action by the Board, including revocation or suspension of membership privileges; and
10. The board members may make purchases up to \$100 for the purpose of emergency repairs or to complete prior club approved projects, such as the painting of walls as an example. This does

not include the purchase of items such as Buildings or scenery details. The person responsible for the purchase of these items is the person who has received approval to place these items onto the layout via the Layout Change Guidelines section.

#### Section 8: Disciplinary Action

- A) A. Board of Directors has the authority to issue one (1) verbal warning to members acting not in compliance with the Code of Conduct or Operating Rules. If the offending member does not heed this warning, or commits another violation, the officers will follow the revocation or suspension of membership privileges procedures;
- B) The Board of Directors may recommend revocation, suspension, or place on probation any member for cause. The Board of Directors shall hear all petitions to revoke membership privileges. Petitions may be submitted by any regular member of the Club and must be submitted in writing; and
- C) Upon receipt of the petition, the Board of Directors shall review the petition and set a hearing date. The Board of Directors will notify membership of its recommendation to revoke or suspend membership privileges. The decision is final upon the majority vote of the members in good standing present at the next scheduled business meeting.

### **Article III: Officers**

#### Section 1: Elected and Appointed Board Members and officers.

- A) Only Regular members in good standing are eligible to be elected to the board or as an officer;
- B) The elected Board members shall consist of one President, one Vice President, one Secretary, and one Treasurer; and one Donations Officer; and
- C) There may be one or more than 5 Board members. Additional Board Members that may be selected by random drawing of eligible members or from volunteers by the elected Board Members, with one (1) at-large member per 5 Club members, after the club membership has exceeded 30 members.

#### Section 2: Duties of the officers

- A) President -
  - 1. Shall be the chief executive officer of (for) this Club;
  - 2. Shall preside at all Board of Directors and business meetings except as provided herein;
  - 3. Shall have all the powers, duties and responsibilities usually vested in the chief executive officer;
  - 4. Shall, with specific Board Authorization, execute all bonds, and mortgages, and contracts of this Club;
  - 5. Shall have general supervision of all other elected officers; and
  - 6. Be a member of all committees except as may be directed otherwise.
- B) Vice-President
  - 1. Shall assist the President and shall assume the office and duties of the President in his/her absence
  - 2. Shall maintain an inventory of club assets, serve as custodian of club property and supplies;
  - 3. Shall serve as membership chairman responsible for recruiting new members, devising recruitment campaigns, and appoint committees as needed to carry out these functions; and
  - 4. Shall be in charge of all open house activities.

C) Secretary-

1. Shall take minutes of all meetings;
2. Keep official files; and
3. Maintain copies of all Club correspondence,

D) Treasurer-

1. Shall collect dues and assessments, pay expenses and maintain checking and other accounts in a financial institution acceptable to the membership;
2. Shall account for all funds received and disbursed; and
3. Shall present periodic financial reports.

E) Donations Officer-

1. Shall be responsible for all items donated to the club;
2. Shall price all items that are to be sold by the club;
3. Shall be provided with a space to store and secure all donated items in a “locked” space; and
4. The specific duties and timelines of maintaining these items by the club are outlined in the Appendix.

Section 3: Board of Directors -

- A) Shall serve as the administrative and policy making body of the Club;
- B) Shall prepare and administer the annual budget, oversee project planning, and form committees as necessary to promote the Club's work;
- C) Shall interpret the meaning and intent of the Bylaws; and
- D) May assign the duties of the President, Vice President, Secretary, Treasurer and Donations Officer or to the volunteers, if approved by a majority of the members in good standing.

Section 4: Liability - The Board of Directors shall not be liable to the Club or its members for monetary damages for conduct as an officer to the full extent allowed by Oregon Law except this will not eliminate the liability of an officer for:

- A) Any breach of the officer's duty of loyalty to the Club or to its members;
- B) Acts of omissions not in good faith, or which involve intentional misconduct or knowing violations of the law;
- C) Any unlawful distribution of illegal items or personal prescribed medications;
- D) Any transaction for which the officer derived an improper personal benefit; and
- E) Any provision of the Revised Oregon Nonprofit Corporation Act of 1989 that is required or permitted to be set forth in the Bylaws.

Section 5: Nominations -

Nominations for officers and at-large board members shall be made from the floor at the annual business meeting held in November.

Section 6: Elections -

- A) May be conducted by secret ballot.

- B) Officers shall assume their offices on January 1<sup>st</sup> of the following year. Term of office shall be for one (1) year. All officers and appointees shall turn over to their successors, at or before the installation, all Club property and records in their possession.

Section 7: Vacancies -

In the event that a vacancy occurs, a successor shall be selected by a majority of the eligible voting members who are in good standing at the next business meeting to serve the balance of the unexpired term. In the event of a vacancy by death, resignation, lapse of membership, failure to perform duties, or unexcused absences from three (3) business meetings the Board may, by a simple majority vote, declare an office or position vacant and shall appoint a successor at the earliest possible date for the unexpired portion of the term of that office or position.

**Article IV - Section Managers**

Section 1: Section Managers may be appointed by the Board to provide a means to ensure change control and maintenance of the layout area to which they are assigned. They serve at the request of the Board and may be removed from the position if they fail to perform the responsibilities denoted below.

Section 2: Duties and Responsibilities:

- A) Section Managers shall be responsible for oversight of layout track maintenance and ensuring that those that work on their assigned layout area are performing maintenance at an appropriate quality level;
- B) Section Managers shall be an interface for proposed layout design changes to their area of layout. Members shall first approach the Section Manager with a proposal, and with their assistance, as necessary, shall formulate a change proposal. The Section Managers will also assist the member as needed to present the proposal to the membership at the next club meeting. If a Section Manager disagrees with the proposed change, the member may still proceed with a presentation to the membership at the next Club meeting;
- C) Section Managers shall keep appropriate records of all layout changes in their area of responsibility. This shall include a copy of a diagram that depicts any changes that are in progress mounted in the area being worked. Copies of the diagram will also be provided to the Secretary for maintaining a history of the layout; and
- D) Section Managers shall present the status of all efforts in their area club meetings in January, May and September. Failure to do so for three (3) consecutive meetings may result in forfeiture of the position. If the Section Manager is unable to attend a club meeting, the Section status may be presented in writing by another member at the meeting.

**Article V - Disposition of assets**

In the event that it becomes necessary to dissolve the Club, the eligible voting members shall ratify the procedures and methods for disposition of the Club's assets.

**Article VI - Financial Responsibility**

The Club shall not assume financial responsibility or provide remuneration for any labor, material, or other services supplied to the Club except those authorized under the rules herein.



## **Article VII - Amendments**

These Bylaws may be amended by a majority of the voting members as per the procedure below:

Section 1: Initiation - Amendments to the Bylaws may be initiated by the following:

- A) A motion can be made during a Business Meeting for an amendment changing the Bylaws; and
- B) Notice is then posted one month in advance of the next regular Business Meeting which includes a description of the changes proposed; and
- C) In order to vote on the proposed Amendment, 2/3 of the Club's membership must be present for the vote in order to forward the proposed Amendment to the Board of Directors per section 2.

Section 2: Certification -

The amendment change which has been approved by the club as per section 1 will then go to the Board of Directors for them to determine whether the amendment is in the best interests of the Club and the Grange prior to final vote and passage by the Club.

Section 3: Passage -

- A) Final passage will occur after the Board of Directors has determined whether the proposed Amendment(s) are in the best interests of the Club and the Grange;
- B) The Board will then post notice of the certification, providing the members 30 days to review the Amendment(s) to receive its final vote by the majority of the club membership; and
- C) Once final approval has occurred, the approved amendment(s) will be added to Appendix and incorporated into the Bylaws at the end of the year.

Section 4: Availability of the Bylaws-

- A) A copy of the Bylaws will be printed annually if needed to reflect changes and will be placed in a notebook on the bookshelf near the Club storeroom in the East Room.
- B) A copy of the Bylaws will be available in the Club's computer;
- C) A copy of the Bylaws will be available via the Club's website.
- D) At the time the Bylaws are printed annually, a copy will be emailed to those members who have email.

## **Article VIII - Governing Instruments**

Section 1: Authority - The Club shall be governed by its article of incorporation and its Bylaws.

Section 2: Procedure - Business meetings shall be conducted in accordance with the procedures outlined in the current edition of **Robert's Rules of Order Newly Revised**.

# Appendix:

## **POLK STATION RAIL**

### DUES AND FEE SCHEDULE

1. Polk Station Rail (PSR) assesses monthly dues in the amount of twelve dollars (\$14) per month (\$168 per year), payable by the first regular meeting of the month.
2. Monthly dues shall be assessed for the months of January through December.
3. It is the responsibility of the member to pay dues on time. No reminders or billings will be sent.
4. All New members, regardless of level (family, associate or otherwise), shall be assessed a one-time initiation fee of twenty-five dollars (\$25), of which part will be used to pay for a name badge after member completes the probation period and becomes a regular member.
5. At least three (3) members are to be members of the Grange, currently the President, Vice-President, and one (1) member at-large.
6. The Board of Directors may assess special fees to all members for specific needs.
7. The Grange assesses a fee of \$60 per member for the use of the building. This is payable out of a member's dues as defined elsewhere in this schedule.
8. If a new member of the Club is already a Rickreall Grange member and dues are current, dues will be prorated for the \$60.00 already paid for Grange membership.
9. Family Membership dues are \$168 for the Regular membership, plus 25% (\$42) and the Grange assessment (\$60) for a total of \$102 per year for each additional family member. (Membership dues and Grange assessments are subject to change). New members can refer to #4 as well.

## **POLK STATION RAIL**

### POLK STATION RAIL MEETINGS SCHEDULE

1. Polk Station Rail (PSR) has business meetings bi-monthly on the first Thursday of each odd numbered month except on legal holidays and shall begin between 7 and 7:30 PM at the President's discretion. Additionally, if there are fewer than 25% of regular members present, the meeting is canceled and will be held the following month. Business Meetings are not to be canceled for more than 2 consecutive months.
2. The regular meeting shall be Thursday evenings, starting at 7:00 PM
  - a. The club will also hold an Open House event on the first weekend of each month in conjunction with the Grange's scheduled Rummage Sale, Craft Bazaars, etc.
  - b. The club will also be open on the third Sunday of each month for work.
3. Regular meetings will not be held should the meeting date fall upon a legal holiday and shall be held on the following Thursday.
4. The third Thursday of the month is considered to be an "operational night", whereas members are allowed to operate trains with both Club owned and personal equipment. However, there may be times when an operational night is not possible due to construction on the layout.
5. The first Thursday of even numbered months, when business meetings are not being held, are considered "operational nights" and "in-service" classes can be provided on this day as well.

## **POLK STATION RAIL**

### OPERATING RULES

1. Members shall insure that all personal rolling stock and locomotives conform to the following standards:

- a. N.M.R.A. wheel spacing and recommended weight, plus or minus a quarter of an ounce,
- b. Body-mounted couplers, except for cars in excess of 70 scale feet,
- c. Kadee Knuckle couplers or similar reliable couplers at the required height and centering. Non-reliable couplers shall be replaced by the equipment owner with Kadee couplers,
- d. Digital Command Control (DCC) equipped locomotives are preferred,
- e. Non-magnetic metal wheels on rolling stock and locomotives are preferred, and
- f. Rolling stock shall be able to roll freely down a maximum three percent (3%) incline.

2. Members shall not intentionally allow trains to collide or derail. Members should run trains at reasonable speeds and know where their train(s) are at all times.

3. Each member shall have their member identifier marked on all personal rolling stock, locomotives, tools, and other personal property brought to the Club's facilities or activities.

4. Colored Push pins to be used as per data sheet on the bulletin board near the layout main door to mark areas on the layout that need repair. The person finding and marking the using the push pin, is to notify the Section Manager of the issue as soon as possible.

5. Members are to use rolling carts or work stations to work off of in order to avoid placing supplies on the layout itself.

6. Battery disposal: The two contact points must be protected and covered by black electrical tape in order to prevent the terminals from coming in contact with the terminals of other batteries in the battery disposal container.

7. No beverages are to be taken into either of the layout rooms during Open House Events by anyone. During our hours of operations for running trains or working on the layout, we may keep our sealed beverages with our tool cart or "work station", but must be consumed outside of either layout room.

8. If a club member uses another members' models, and it breaks, you shall notify the owner of the model and if the owner is not present, the borrower shall complete a bad order form for the model and put the form with the model on the proper shelf waiting for repair. The borrower should also make an effort to notify the owner as soon as possible.

## **POLK STATION RAIL**

### ABANDONED EQUIPMENT POLICY

1. Member's equipment includes personal tools, rolling stock, locomotives, buildings, scenery, electrical components (including transformers and DCC items), written or printed materials, books, video/CD/DVD left or stored at the Club.
2. Buildings and scenery that are placed onto the layout become Club property.
3. After a member's dues are in arrears for more than 90 days, or a member terminates membership, the Club will notify the member that their equipment shall be removed from the Club within 30 days.
4. If the member requests, the Club will hold the member's equipment for an additional 30 days.
5. At the member's request, the Club will pack and ship the member's equipment to the member, at the member's expense. The member must pre-pay all shipping/handling charges.
6. If the equipment is not removed after the stated period of time, it becomes property of the Club. The member forfeits all rights and the Club is authorized to claim member's equipment for Club use, sale or trade.
7. The Club is authorized to remove locks and/or other security devices to retrieve abandoned equipment. A member's occupation rights of the Club's locker are forfeited. The Club does not assume, nor accept, any responsibility for the safety and/or return of any member's equipment.
8. Forfeited equipment may be purchased by other members of the Club for a "fair market value" to be determined by the Club's Board.
9. The Club members interested in forfeited equipment shall have the right to purchase said equipment by a random drawing to determine who picks an item first, and so on. The remaining forfeited equipment shall be sold, traded or disposed of as determined by the Club's Board.

## **POLK STATION RAIL**

### LAYOUT CHANGE GUIDELINES

The following is from Section 7, B. Layout Construction and/or Operation:

Members shall not alter the track, wiring, scenery or support structures unless authorized by a vote of the majority of the members in good standing. Changes to the layout shall be made in accordance with the Layout Change Guidelines section of these Bylaws.

Application of “LAYOUT CHANGE GUIDELINES”: in the Bylaws is as follows, based on these definition(s):

- a. Alter: To alter something means to change that item(s) so that it is not the same in appearance and function as the original item.
- b. Repair: Items may be removed from the layout in order to repair, rebuild, or replace an item that is a part of the layout, that does not change the appearance of the layout, but does improve layout performance.

1. Members who wish to make a change to the layout shall consult with the Section Manager of that area, if any, about the proposed change.
2. Member shall, with the assistance of the Section Manager, generate an 8.5 by 11 inch drawing of the proposed change with sufficient detail so other members may understand the intent of the proposed change.
3. The drawing(s) shall include scenery changes, track routing, electrical requirements, buildings, and roads. The club will supply electrical requirements for track power, road bed, track, turnouts, and switch motors. The members are required to purchase buildings, as well as detail and scenery items.
4. The member, with the assistance of the Section Manager will propose the layout change to the membership at the next regular club meeting. If the Section Manager disagrees with the proposed change, the member may still present the change to the membership.
5. If the proposal change is approved, the member will provide a copy of the approved plan to the Secretary for record retention. In addition, the member will provide 2 copies of the plan to the Section Manager, one of which will be attached to the layout in the work area until the effort is complete.
6. All work is to be of the highest quality and shall be approved by the Section Manager, if any. Members are encouraged to do the work once, perfectly, as opposed to reworking less than perfect efforts.
7. All Buildings and scenery that are placed onto the layout become Club property except for vehicles.
8. Amendments to the approved plan shall be presented to the membership PRIOR to work commencing on the changes.
9. Effort should start immediately on the change by the member(s) to ensure the plan is completed in a timely manner. Failure to show progress within one month from approval, or provide a rationale as to why there was no progress may result in withdrawal of approval by the Board.
10. In the event of a plan approval withdrawal, the member may propose the change again to the membership,

but is expected to provide assurances as to a completion time frame.

11. If there is no Section Manager for a section of the layout in which work is proposed, the duties of the Section Manager are assumed by the Board.

## **POLK STATION RAIL**

### **DISPOSITION OF DONATED ITEMS:**

- a) The person receiving the donation will turn the donated item(s) over to the Donations Officer at their earliest opportunity;
- b) Items be held until the next meeting;
- c) Items will be viewed by the membership and then the members in attendance will decide what is to be kept for Club use and what is not.
- d) In the case of new items such as buildings, locomotives, rolling stock, etc., that are kept for club property, if a club member wants to acquire an item to build and place onto the layout, said member will pay the club 50% of the retail value set by the Donations Officer.
- e) The club will keep the item(s) for one year and then be placed for sale at swap meets unless someone speaks up and says they want it for a particular project. Then that person must purchase the item from the club at that time. Nothing will be kept for more than 2 years.
- f) Sell items not kept for the club to use;
- g) In the case of large donations, an emergency meeting can be called.



## POLK STATION RAIL

### Approved and Board Certified Amendments:

The sections in **blue** show what is being changed and further below in **red** are the changes.

#### A.

#### Section 8: Code of Conduct and Operating Rules

Members shall abide by the Code of Conduct and Operating Rules as approved by a majority of the members in good standing:

##### A) Personal

1. Polk Station Rail (PSR) does not allow smoking or alcoholic beverages in the building or anywhere on the premises;
  2. Regular Members shall be provided with a Key-Code for the front door of the Grange Building after they have been members for six (6) months of active participation. If a Regular Member fails to attend two scheduled Business Meetings or work sessions for three months, they are no longer considered "active" members and the door codes will be changed and they will not be provided with a new door code until such time they become active again. The Vice President shall attempt to make contact with said member in an effort to ascertain the members status. Door codes shall be issued solely by the Treasurer of the club;
  3. **Members shall not give or sell membership lists to any person, group, or organization.** Member's personal information is considered confidential;
  4. Each member shall provide a membership number, symbol, or initials, which will serve as an identifier to be marked on all personal rolling stock, locomotives, tools, and other personal property brought to the Club's facilities or activities. The identifier will be provided to the Secretary to be maintained in a log for tracking purposes;
  5. PSR and the Rickreall Grange are not responsible for any member's personal tools, rolling stock, locomotives, buildings, scenery, electrical components (including transformers or DCC items), written or printed materials, books, video equipment (including CDs, DVDs, or tapes), or computers and/or programs left or stored in the building. If a member abandons their equipment, the disposition of said equipment will be in accordance with the ABANDONED EQUIPMENT POLICY (*See Appendix*);
  6. Members are responsible for his/her conduct and the actions of any guest(s) they bring;
  7. Be courteous to other members, especially to visitors and new members;
  8. Profanity and/or jokes of sexual content, innuendo, or connotation are strongly discouraged;
  9. **Members are expected to attend and participate in any open house event; and**
  10. Members shall abide by the rules and regulations as set forth by the building's landlord, whether written or verbal. This includes but is not limited to:
    - a. Power tools and/or loud construction methods (sawing, hammering, etc.) are not allowed to be used between the hours of 10 PM and 9 AM.
    - b. The hallways, stairs, landings, are to be kept clean and uncluttered.
    - c. We are to clean up after ourselves after every time we use the Wood Shop.
9. **Members are strongly requested to participate in Open House events. If you, as a member, are unable to do so on a regular basis, it is requested that you make every attempt to step up and assist the Club or the Rickreall Grange in any way possible, as all members are asked to do. (3/20/2020)**

3. Members shall not give or sell membership lists to any person, group, or organization. Member's personal information is considered confidential. Members of Rickreall Grange are entitled to the contact information of club members, who are automatically also members of Rickreall Grange; (approved 7/16/2020)

The approval by the club membership of these Bylaws will negate all previously approved Bylaws or club approved amendments to the Bylaws.

Polk Station Rail Approved Nov. 7, 2019

We here by approve the by law for Polk Station Rail:  
President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

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