



SVGRS BY-LAWS

December 15, 2009

Mission Statement.

A non-profit self-governed group with the following goals:

Participation and Camaraderie to promote the hobby of Garden Railroading.

Provide and share a wealth of tips, tricks, provide assistance and knowledge of the hobby.

Experience the enjoyment with model trains.

Membership

Responsibility Dues-paying member responsibilities:

Pays dues annually by the January 1st each year.

Participate in the activities of the club.

Should hold an open house, or help plan, set-up, run/maintain or tear down one of the club's events (e.g. Rocky Ridge Park, East Coast Large Scale Show, Garden Show, York Fair, etc.)

Provide help and assistance to the clubs members.

Answer questions from the public at club events in a professional manner.

Dues

Dues are to be received by the Treasurer by January 1st from all members. **NOTE:** When a new member joins after 1 October 30th, dues will be for the current year as well as the following year.

Amount The dues amount will be determined by the officers with input from the members, based on the needs of the club and funds on hand.

Use of Dues/membership funds

- Dues are used to publish the newsletter (electronic or paper)
- Purchase and maintain the equipment for the club
- Provide an annual picnic (amount to be expensed, pre-approved by executive board)
- Provide an annual Christmas party (amount to be expensed, pre-approved by executive board)
- Purchase office supplies (stamps, envelopes, and etc.)
- Purchase club literature
- Contribute to charitable organizations as determined by the membership.

Financial Management

- All expenses over \$250 will require executive board approval prior to expending club funds. Only Emergency request to spend funds can be made by a phone call to the president for approval and be backed up with a written explanation to the executive board of the need. Expenditures in excess of \$500.00 shall require approval of the membership.
- All credit cards expenses must be prior approved by the president or executive board.
- All funds received from club events must be deposited in the club checking account, all expenses must be paid by check by the club treasurer. A detailed report of each event shall be provided to the secretary and reported in the newsletter.

Executive committee & Club Officers

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Member Layout Coordinator

Club officers and committee chairpersons are expected to perform their duties in the best interest of the club at all times. No monetary compensation shall be received unless prior approval has been granted by the Executive Committee.

Club Officers and committee members who fail to perform their duties or abide by the club by-laws may be replaced by a majority vote of the club officers.

Club Officers shall serve a maximum of three consecutive terms in the same capacity.

Major duties of Club Officers

President

Conduct meetings of the club members and Club officers, meetings should be held every two months.

Appoint all committees

Assures execution of the Clubs by-law

Monitor all club expenses

Vice President

Assumes duties of the president in his absences.

Performs other duties assigned by the President.

Treasurer

Collect and deposit all funds from membership dues and club events, and pay all bills from club checking account.

Prepare and provide (checking/savings/credit card activity) reports monthly.

Monitor all club expenses and report any unauthorized expenses to the club president.

Provide a copy of most recently monthly financial report at all meetings (executive/general) and provide a copy to club secretary so reports may be included as part of the official meeting minutes.

Perform other duties assigned by the President

Secretary

Takes minutes at all club meetings.

Read minutes from prior meetings.

Maintain clubs meetings minutes.

Perform other duties assigned by the President.

Member Layout Coordinator

Coordinate member layout visits.

Performs other duties assigned by the President.

Event Coordinators

Event coordinators for club sponsored functions shall be appointed by the club president.

Event coordinators shall be in charge of designing the event layout, scheduling the set up/tear down, coordinating the materials required for the layout and scheduling the help needed for set up/teardown and running of trains.

Create and maintain a log sheet to show train engine usage for maintenance scheduling.

Event coordinators are invited and encouraged to attend the prior club officers meeting to discuss the event requirements.

Standing Committees Appointed by Club President

News Editor

Serves as clubs main source for sending correspondence to the club membership.

Maintenance Coordinator

Maintain inventory of club equipment and determine need for equipment maintenance.
Review log of equipment usage.

Landscape Committee

Determines and secures flowers and shrubs needed for club sponsored layouts.

Sponsored club event Coordinator

Coordinate club layout events with the event sponsors and work with the club chairpersons appointed for the event.

Maintain records of event sponsors for future reference.

Negotiates contracts on behalf of the club.

Helping Hands Coordinator

Acts as the club interface contact for handling request for Garden Railroad advice or help.

Perform other duties assigned by the President.

Elections General: Elections will be held biannually in November. Each voting family unit shall cast one ballot. All ballots will be returned in a sealed envelope by November 15th, which will remain sealed until December 1st at which time counting will be completed.

Ballot

The ballot will prepared by the Nominating Committee.

Mailing of Ballots

The ballots will be mailed to all members in good standing (dues paid) on November 1.

Return of Ballots

All ballots must be returned by November 15. Any ballot received after that date will not be counted.

Counting of Ballots

The nominating committee will count all ballots received and will report the results at the December meeting or at the Christmas party

Nominating Committee

Appointment: The nominating committee will be appointed by the President

Members: Three members will be appointed to the committee. None of the current officers can serve on the committee. The Nominating Committee will select one of the appointed to be the chairperson.

Duties: Nominating Committee responsibilities are to contact members to determine willingness to run for an office.

At the October general membership meeting the committee will seek any additional nominations from the floor. In order for a person to be nominated, a formal nomination from the floor and a second must be made. Nominee must be willing to accept the nomination. Following final nominations, committee will seek a motion to close the nominations for officers by the membership present.

All ballots must be in hands of the committee by November 15th.

Committee will count the ballots and announce the results at the next general membership meeting or at the Christmas party.

Meetings

General membership meetings will be held bimonthly (six per year) and the annual picnic and Christmas party may be considered a meeting. Meetings will be held the second Wednesday of the scheduled meeting month.

The membership present will be considered the quorum to conduct club business. Only members can vote on motions. The President or Vice President must attend all membership meetings or appoint a representative to act in their behalf at the meeting.

Officers should attend meetings and the secretary will take minutes of the meeting and read the minutes from the prior meeting. Minutes will be placed in club's newsletter.

The treasurer will provide detail financial reports and copies will be placed in the newsletter and a copy will be given to the secretary for inclusion with the meeting minutes.

Executive Board

Board will consist of the President, Vice President, Treasurer, Secretary, and Member Layout Coordinator.

Meetings: Will be held no less than bi-monthly. The President will have final say when a meeting may be cancelled or rescheduled.

Club Equipment:

Yearly Inventory will be performed and the inventory will be maintained by Equipment manager and a copy placed in the club historical files, copy provided to each executive board member and an inventory listing will be placed in the club's newsletter.

Persons hauling the trailer may be reimbursed for the round trip even if the trailer is only hauled one way. The amount of reimbursement shall be either the amount allowed by IRS (currently \$0.55 per mile in 2009) or actual expenses. The person hauling the trailer shall submit a written invoice to the club treasurer.

Excess equipment will be sold at an announced club auction.

In the event of disbanding the club. Club equipment will be liquidated at an announced auction and proceeds will be divided equally among paid members or proceeds given to a charitable organization as decided at a general membership club meeting.