

MAGIC VALLEY MODEL RAILROADERS BY-LAWS

- I. Club Description/Structure
 - a. The name of the Club shall be “Magic Valley Model Railroaders”.
 - b. The Club is a 501 (c)(3) non-profit organization (as of October 3, 2016).
 - c. The Club operates on a calendar year cycle (January through December).
 - d. The Club is a model railroad club comprising multiple modeling scales.
 - e. Each scale group is part of the Club and not an entity in and of itself.
 - f. The Club is presided over by elected officers (see Section III).
- II. Mission Statement
 - a. The Club exists both for the enjoyment of the hobby of model railroading by its members, and for providing service to the community by presenting the concepts of railroad history and operations in an educational and entertaining manner.
 - b. The Club’s principal purpose is that of promoting and practicing the hobby of model railroading including:
 - (1) Public demonstrations during the County Fair and open houses.
 - (2) Specialized demonstrations of and training in the hobby for various youth groups.
- III. Club Officers and Other Personnel
 - a. Elections shall be held at least annually for Club officers; notice of any election to be held shall be given via email at least one week prior to said election.
 - b. Officers to be elected are as follows: President and Vice President/Treasurer. Duties of these officers are as follows:
 - (1) President: Presides over all Club meetings and is responsible for seeing that operations of the Club run smoothly; he or she is also the Club liaison with the Twin Falls County Fair Manager and Board.
 - (2) Vice President/Treasurer: In the absence of the president, he or she presides over all Club meetings. The Treasurer collects dues and handles all Accounts Payable and Accounts Receivable; issues reimbursements to members for their expenditures as needed; keeps track of bank account and balance monthly; provides financial report at meetings as specified below; takes care of any state, federal or local financial/tax reporting required.
 - (a) Each quarter, the Treasurer shall provide a full financial statement. Monthly, the Treasurer shall present monthly member dues status, report funds allocated and the unallocated funds balance.

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- c. A person elected to the office of President will be limited to no more than two consecutive one-year terms in office. This does not prevent him or her to run for a different office in the next election.
- d. In the event the individual holding any elected position is no longer able to fulfill that position, an election will be conducted by the remaining elected officer/s at the next Club meeting to fill the position for the remainder of the term of the individual who is no longer able to complete his or her term. This is not considered a normal term and therefore will not count as either of the two terms as stated in Section III(c) of this document.
- e. All other positions in the Club, including but not limited to Secretary, Librarian, Historian, PR Representative, etc. are to be filled either by appointment by the elected officers or by any individuals volunteering to fill such roles.

IV. Business Meetings

- a. Business meetings are to be held at 11:00 a.m. on the second Saturday of each month. A business meeting may be cancelled in a given month if agreed upon by the elected officers and provided members are notified of the cancellation via email at least one week prior to the scheduled meeting. An alternate date may be established if the officers are unable to attend on the normal schedule.
- b. A special business meeting may also be scheduled by the elected officers as needed provided members are given one week's advance notice via email.
- c. The officer presiding over the meeting shall prepare an agenda for the meeting and convey that agenda via email to the members at least four days prior to the meeting. Members are encouraged to notify the presiding officer at least one week in advance of the meeting if they desire to be placed on the agenda.
- d. When such matters are presented in a business meeting which require a vote of the membership for approval or disapproval, there must be a quorum present (at least one more voter than half of the Club members enrolled); a simple majority vote of that quorum will decide the issue.
- e. A Club member who is unable to be present when a vote is cast has the option of selecting another member to cast his or her vote in his or her absence (known as a proxy vote).

V. Membership

- a. General Member - A person may be a member based on the following:
 - (1) An individual must be at least sixteen (16) years old to be a member. Individuals between 16 and 18 years old will be considered Youth Members.
 - (2) He or she demonstrates commitment in Club activity and meetings along with operating a Club layout during public displays

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such as the County Fair. Monthly dues shall include the principal member and all members of his or her immediate family. All provisions below shall apply to all family members.

- (3) Prior to issuing a key to the Club building and becoming a full dues paying Club member, the Treasurer will verify with the scale they are comfortable issuing a building key. Once the member receives a key, he or she will begin paying Club dues.
 - (4) He or she as well as any family members will have qualified to operate in the scale of their choice.
 - (5) He or she maintains current status in payment of annual dues (\$120.00 a year payable each January 1st), keeping current unless other arrangements are made with the Club Treasurer.
 - (6) He or she observes the Club By-Laws in use of the building and layouts.
 - (7) He or she has the right to vote in person or by proxy on any matter presented at a Club business meeting. Spouse and/or children will not have voting rights, unless however they become due-paying members in their own right.
 - (8) He or she will receive a building key (one to a family) and have access to the layouts; will be responsible for seeing that Club facilities are clean and secured after use. Family members are not allowed to enter the Club without the member being present unless other Club members for that scale are present.
 - (9) The new General Member(s) will receive training as needed in the scale of their choice. A Club member must be in attendance during any such training period.
 - (10) General Members are expected to assist in the solicitation and acquiring donations/funds to assist in covering the Club expenses be they scale project or related to the general cost of operation.
 - (11) General Members are expected to participate in the maintenance of the Club facilities, such as painting, janitorial duties, general work, etc. In addition, members, are asked to help keep up repair on layout items such as trains, scenery, etc. An individual from the scale will determine the ability of individuals to perform maintenance on trains and scales.
- b. Youth Members – Individuals between the age of 16 and 18 years old will be considered Youth Members and must have parent’s permission as witnessed

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by signing the youth application. Youth Members are encouraged to attend monthly meetings but will not have a vote. Youth Members will pay no dues and will not be issued a key. All youth regardless if members, family, visiting or Guest Engineer must be accompanied by at least a family member or two General Members when in the Club building. Youth Members are expected to comply with the By-Laws as a General Member would. The Youth Member will be assigned a sponsor to work with them.

- c. Guest Engineer – A person who, while not a member in terms of the above definitions, may assist in the operation of a layout during large scale events where the scale may not have sufficient members to cover the hours that will be running. A member of the scale the Guest Engineer will work on must approve his or her operation of the train/s. This position is not designed for volunteers to drop by to run trains. The individual must be at least fourteen (14) years of age. Those individuals between 14 and 18 years of age will be required to work with a current scale member and must have written parental consent to be involved with the Magic Valley Model Railroaders. (The difference between Youth Member and Guest Engineers is the Youth Member is an active club member and may be involved in more than just operating trains. The Guest Engineer is only operating trains.) Those 18 and over can operate without a scale member present on that scale. The scale is responsible for making sure the Guest Engineer has been properly trained in operation of the scale layout and is competent to operate the scale. Guest Engineers can only operate on a scale they have been checked out on. Guest Engineers will not be required to attend meetings, nor have a vote in any club business. The Guest Engineer will not be given a key or combination to the club building. At least one club member must be present on some scale for the Guest Engineer to operate the scale layout.
- d. Termination of Membership
 - (1) Membership may be terminated one of two ways.
 - (a) A member may decide he or she has no desire to continue as a General Member of the Club. Their membership is terminated. He or she will be required to turn in Club assets (keys, rolling stock, locomotives, etc.). Individuals may rejoin at any time and receive full membership benefits as General Member upon completion of Section V a (3).
 - (b) Any person's membership may be terminated for cause by vote of the membership based on findings that he or she:
 - a. Has willfully violated any portion of the Club By-Laws OR

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- b. Has not demonstrated trustworthiness in the use of Club facilities or layouts.
- c. A member being 3 months past due in payment of annual dues and has not made any attempt to resolve the matter, either by making needed payment or other arraignments that have been approved by the treasurer.
- d. A member terminated for cause is only allowed to enter Club facilities during public events.
- e. A member terminated for cause will not be permitted to operate any layout under any circumstances.
- f. If a member desires to rejoin who has been terminated for cause, he or she is expected to pay any dues in arrears at time of termination.

VI. Financial Operations

- a. The fiscal year of the Club shall be the same as the calendar year, January 1st through December 31st.
- b. In order for the Club/scale to establish and maintain a workable budget, each with the consensus of the scale group shall establish a budget for the year for that scale. The President shall establish a general/administrative budget for the Club. The scale and President shall present their respective budgets during the November meeting each year, for review by the Club members. Budgets will be approved by an agreement of the scale members as represented by one vote from each scale during the December meeting. Ties will be resolved by the President casting the deciding vote.
- c. Funds will not be allocated to cover an entire budget, rather, funds will be allocated as they are available for a project/s within a scale's / club administrative budget based on importance of the project within the Club as voted on by the members.
- d. Any funded projects not completed in the calendar year will be rolled over as a part of the next year's budget.
- e. It must be understood that a proposed budget is an indicator of expected expenditures for the coming fiscal year. Presenting a budget in no way guarantees a scale that the funds will be available for the budgeted item(s). In order for funds to be available, they must be acquired via donations, etc. Refer to Section V a (10) of these By-Laws as to method.
- f. Upon completion of any funded project, any excess funds will be returned to the unallocated fund for distribution to the next project in line for the Club.
- g. Any expenditures that fall within a scale's approved project budget may be made without general Club approval. Any expenditure that exceeds the Club/scale's

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- current approved project/budget may be covered by unallocated Club funds if available and approved by the membership or by unreimbursed out of pocket funds.
- h. Any unexpected situation that comes up that prohibits a scale from being operational and a budget item has not been planned, will be brought to the general membership for resolution.
 - i. If a donation is received to offset cost of a project or portion thereof, that donation will be processed through the Club and the purchase of the item for the project will be made as soon as possible. The budgeted amount for that item offset by the donation will be placed back into the club unallocated fund to be used for the next Club priority project in line.
 - j. Any project approved by the membership that exceeds monies available can have a fund established for the purpose of raising donations for that project. Once the fund balance meets the budget requirement for the project, the project will be initiated and any excess funds will be returned to the unallocated fund of the Club regardless of the scale project. Should the project be abandoned, all funds collected will be placed in the general fund of the Club.
 - k. With regard to cash donations, if a donor does not designate the donation for a specific purpose (Club or scale project use), then the cash donation is placed in the Club unallocated funds to be allocated.
If the donor does designate the donation for a specific purpose, then allocation of funds goes directly into a designated Club/scale project. If it's a merchandise donation, it's also for use by Club/scale. Those budgeted items covered by a cash/merchandise donation will be removed from that scale/Club budget. If a donor contacts a Club member, then the Club shall be the recipient of the donation, not the member.
 - l. If merchandise donated was designated for a specific purpose (Club or scale) and the members (of Club or scale) decide there is not a use for the item, they have the option as what to do with the merchandise (if sold, funds go into the Club unallocated fund or another project within their scale).
If other Club merchandise is sold for cash, the funds received are placed in the Club unallocated fund or another project within that scale depending on where the items originated and the budget will be adjusted.
 - m. If a member donates cash, then their donation is processed the same as for the general public.
 - n. Donation of materials or services made by Club members for which they paid for the service or material but were not reimbursed will be considered as a donation to the Club and designated for a specific scale if so noted. For purchases of materials or services, a vendor document is required to support donation by either the original or

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- copy of receipt (a copy is provided or as an attachment to email). Upon receipt by the Club Treasurer of supporting document, the transaction is posted to a special financial type of worksheet. A report is made quarterly as part of the quarterly Club financial report or upon request by a scale of a Club project, Club general or scale).
- VII. Ownership of Property
- a. It is understood that from time-to-time Club members may bring in their personal property; i.e., scenery items, rolling stock, locomotives, etc. to be utilized on the various scale layouts. The act of utilizing this personal property on the layouts DOES NOT constitute ownership by the Club. Ownership remains with the member. In order to assure understanding of ownership, it is requested such personal items be marked with some form of identification as to ownership (initials, etc.).
 - b. All Club property; i.e., structures, rolling stock and locomotives, will be marked with an inventory ID number and entered into the Club inventory maintained online on the Club website in addition to any other database or spreadsheet.
- VIII. Sale of Club Property
- a. From time to time, the Club may determine there is Club property that has not and will not be put to use in the foreseeable future. General use Club property items will be voted on by the Club membership as to availability for sale. The property will be put up for sale via any means possible. The scale and/or members of the scale will determine the price of the item.
 - b. The income from said property will be used to cover expenses of the scale from where the items(s) came from. The scale members may determine the funds could best be used in the general fund for overall Club expenses or another scale's use and so designate the monies.
 - c. A list of items for sale will be posted on the Club public website with information on how to purchase.
 - d. Should a current Club member desire to purchase an item deemed for sale, it will be sold to that member at fifty percent (50 %) of the asking price less cost of shipping if included.
- IX. Modification of By-Laws
- a. Any proposed changes to these By-Laws shall be presented to the membership at large at a regularly scheduled business meeting. The membership shall be notified at least one week prior to the meeting that said proposal will be on the agenda.
 - b. The proposal, in order to be approved, will require two thirds of the Club members to vote in favor of approval, either in person or by proxy vote as defined herein.(Rev. 03/09/2024)