

# Carquinez Model Railroad Society

## Standing Rule A2 - Membership

### A. Scope

1. This Standing Rule defines the types of membership and the procedures regarding obtaining and terminating membership.
2. This is a Class A Standing Rule.

### B. Membership Types

There are four classes of membership. Additional classes of membership may be established under this Standing Rule. No additional class of membership shall enjoy greater membership privileges than Senior Members.

1. Probationary: Any person who meets the requirements of Senior or Youth Member that completes an application and whose application is approved by the Board or membership, shall be considered a Probationary member.
2. Senior: Any adult, eighteen years of age or older, who professes an interest in this Corporation and will to adhere to its Purpose, Bylaws and Standing Rules, shall be eligible to apply for Senior Membership. Senior Membership provides voting rights, the opportunity to serve as an Officer, Board member, Superintendent, and all other privileges and responsibilities accorded a Senior Member.
3. Youth: Anyone fourteen (14) to seventeen (17) years of age, who professes an interest in this Corporation and will adhere to its purposes, its Bylaws, and its Standing Rules, shall be eligible to apply for Youth Membership. Before being considered and accepted for Youth Membership, the applicant must have the written and signed consent and permission of their parent or legal guardian, who must agree to be responsible for the Youth Member and supervise the Youth Member at any of the events or activities. Upon reaching the age of eighteen (18), a Youth Member who wishes to continue her or his membership must submit an application for Senior Membership.
4. Contributing:
  - a. Contributing memberships are a category of membership intended to broaden the reach of the membership without increasing the membership or diluting the existing benefits or responsibilities of the active membership. These memberships are intended to attract funding sources for the CMRS and provide the community a direct connection to our non-profit organization.
    - i. Empire Builder: This membership is for members of the community to make financial contributions for the support and restoration of the Odd Fellows building and maintenance of the physical plant or to the general fund.
    - ii. Engineer: This membership is for members of the community to make financial contributions for the maintenance and construction of the CMRS train model railroad.
    - iii. Passenger: This membership is for members of the community to make financial contributions less than \$150 for the support of the CMRS. shall be limited to a token of appreciation and entitled to free admission to Open Houses for a period of one year.

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- b. To qualify as a Contributing Member Empire Builder or Engineer, the donation shall be at least \$150. The type of recognition shall be recommended by the Board and approved by the membership. The Secretary shall provide written acknowledgement of their contribution and notice of their Contributing membership.
  - c. Contributing Members shall have the following benefits:
    - i. Contributing membership status for three years unless approved otherwise by the membership.
    - ii. Granted free admission to all Open houses.
    - iii. Can participate in up to three Operating Sessions per year.
    - iv. Placed on the mailing list for special CMRS events.
  - d. Administration and record keeping of Contributing members shall be the responsibility of the Fund-Raising Committee.
  - e. Contributing Members shall not be assessed dues or special assessments, do not have the right to vote on any CMRS matters, and are not granted key access to the Facilities.
5. Honoring Charter Members:
- a. The following individuals, who started CMRS, including the three charter members from the Vallejo Model Railroad Club (\*), are hereby recognized as Charter Members: Tony Adiego, Bert Babick, Larry Buchfeld, Gerald Collins, Ron Costa, Dan Danielson\*, Dave Fidiam, Jack Gillespie, George (Skip) Herbert, Roger Lambert\*, Gordon Mortlock, Neal Mulholand, Mark Pfeiffer, Jonathan Prewitt, Stan Turrini\*, and Pete Ward. Charter Members have the designation "C" on the official Roster.
  - b. Other than having the designation of Charter Member, active Charter Members enjoy the same privileges as Senior Members.

### **C. Application**

Interested people shall complete the application form, (see Attachment A) and submit payment for 3 months of dues. The application shall be submitted to the Secretary or as appointed by the Board.

### **D. Initial Board Review**

1. Upon receipt of the completed application, the Board of Directors shall review the application at the next scheduled Board Meeting. If the Board approves the application, the member becomes a Probationary Member and the Secretary and Treasurer shall record the new member. The Board of Directors may reject the application if the applicant fails to include information required by the application or if the Board obtains information upon which it determines that accepting the application would be detrimental to CMRS.

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2. If the Board rejects the application, then the matter shall be addressed at the next Business Meeting. The Board shall inform the membership of its decision, including the reason for the rejection. The membership may accept, or override the Board's decision to reject the application. If the membership overrides the Board and approves the application by a 2/3 vote at a Business Meeting, then the applicant shall become a Probationary Member. Any individual, who does not obtain approval as a Probationary Member by the Board of Directors and/or membership, as stated above, shall be refunded all payments. These individuals are eligible to reapply for membership after 12 months.
3. After acceptance of the application, the Secretary shall announce to the membership the new Probationary Member. Each new Probationary Member shall have his or her photo taken for the roster before an access key will be issued.

### **E. Probationary Period**

1. A probationary period of at least six (6) months is required before being considered for advancement to Senior Membership. The probationary period commences upon receipt of application and payment of the initial 3 months dues. Final membership approval of Senior and Youth Membership shall be by majority vote of the members present at a Business Meeting, provided said Member has served a probationary period of a minimum of six (6) months. The new member under consideration shall attend the Business meeting to introduce himself/herself before the vote is made, unless a valid justification is provided for his/her absence.
2. If Business Meetings are routinely held in intervals greater than 30 days and the 6-month probation period ends in less than 30 days after the Business Meeting, then an acceptance vote can be held at the Business Meeting. Regardless when the approval occurs, Senior Membership does not commence until the 6-month probationary period expires.
3. Any individual, who does not obtain approval as a Senior or Youth Member by the membership, shall be refunded in full any assessments, building fee, and any advance dues paid. Dues from probationary period are not considered an assessment and will not be refunded. These individuals are eligible to reapply for membership after 12 months.

### **F. Membership Number**

Upon acceptance of their membership application, a member shall be assigned a Membership Number, consecutively issued and never to be reissued to another individual. The Membership Number shall be assigned a prefix of "P" (Pxxx) until completion of probation. When the member is approved as Senior Member, then the prefix will change to from "P" to "R" (Rxxx). Youth Membership Numbers shall be assigned a prefix of "Y". Charter Members shall be assigned a prefix of "C". Contributing Membership Numbers shall be assigned a prefix of "ZB" for Empire Builders and "ZE" for Engineers. The Contributing Membership Number shall be the date of acknowledgement.

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### **G. Access Privileges**

1. Upon acceptance to Senior Membership and receipt of the Building Fee and photo received, as stated in Standing Rule A3 – Dues and Assessments, Senior Members shall be provided with an access key or access card to provide general access to the club facilities.
2. This privilege is accompanied by the responsibility to use the facilities responsibly and properly shutting down and securing the facility before departing. Failure to perform the above tasks may result in loss of the access key. The access key may be revoked by the Board at any time.
3. Members shall be assessed \$30 for the first replacement key and \$45 for subsequent replacement keys.

### **H. Building Fee**

Upon completion of probation and obtaining membership approval, a one-time Building Fee as stated in the Standing Rule A3, Dues and Assessments, shall be paid to the Treasurer within 2 months.

### **I. Voting Privileges**

Only Senior Members in good standing may vote in any actions presented to the general membership. Youth Members in good standing may vote only on model railroad and design issues.

### **J. Duties and Responsibilities**

All members shall comply with CMRS Bylaws and Standing Rules and keep current with their dues and assessments. To the extent that they are reasonably able to so do, all members shall participate in maintenance of the building and the model railroad, and are encouraged to attend and participate in CMRS meetings, public shows, and events.

### **K. Membership Roster**

The Secretary shall maintain a club membership roster with members' contact information. Membership information shall be protected in accordance with Standing Rule A5, Mailing Lists.

### **L. Resignation**

Members are requested to inform the Secretary via letter or email when they choose to resign. Upon resignation, the member must return the access key and any locker or building keys. The Secretary shall notify the membership when a member resigns.

### **M. Reinstatement**

A previously resigned member may reapply for membership as a member adhering to the requirements specified in these Bylaws and Standing Rules. There shall be no probation period and the Building fee shall be waived if the renewal of membership is within 2 years, provided the member resigned in good standing. The original membership number shall be reassigned to the individual. A terminated member or a member who resigned pursuant to the Board's request may reapply for membership not sooner than 5 years after termination.

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### **N. Leave of Absence**

A member may request a leave of absence relieving them of member privileges and responsibilities. The justification must be submitted in writing for Board approval. Leave of absence requests cannot be recurring from year to year. A leave of absence greater than 24 months is not permitted. Upon approval of the leave of absence, the member must return the access key. The Board may make exceptions to the duration of the leave of absence.

### **O. Suspended Membership**

1. Any member who is delinquent in their dues or assessments greater than 90 days shall be considered a Suspended Member.
2. Delinquency of locker or drawer rental fees shall not result in suspension of membership. Refer to Standing Rule A3 for the handling of delinquent locker and drawer fees.
3. All suspensions shall be ratified or modified by the Board of Directors at the first regular Board Meeting following the 90th day of delinquency. The member shall promptly be notified of their suspension by the Treasurer or Secretary.
4. Suspended members shall forego the following privileges:
  - a. Their access key shall be deactivated.
  - b. They may not participate in voting.
  - c. Use of the facility, including train operating privileges.
5. Members suspended for non-payment of dues shall be promptly reinstated upon payment of all required annual dues and assessments, provided full payment is received within 6 months of notification of suspension.
6. If the Suspended Member does not fulfill all payments within 6 months, their membership may be terminated by the Board.

### **P Termination**

1. Termination of a member may be initiated for the following reasons:
  - a) Delinquency of dues per Standing Rule A3, Dues and Assessments
  - b) Repeated disregard for the By-Laws or Standing Rules
  - c) Use of the Facilities or membership for generating personal financial profit.
  - d) Actions that may jeopardize CMRS non-profit status.
  - e) Criminal activity at CMRS Facilities
  - f) Providing a false application
  - g) Other reasons as determined by the Board
2. The Board may ask a member to resign. If a resignation is not received, then the Board shall notify the membership that at the next business meeting the determination of termination of a member will be voted upon. The member may be terminated by a two-thirds (2/3) vote of the members by a secret absentee ballot. Written notification of the pending termination vote shall be given and announced at least twenty (20) days in advance of the meeting. Either before or at the meeting at which the vote to terminate will occur; the subject member may present reasons in opposition to the proposed expulsion.
3. The Secretary shall notify the former member and membership when a member is terminated.

End of Rule