CORONA MODEL RAILROAD SOCIETY
CORONA HERITAGE PARK
3124 TAYLOR AVENUE
CORONA, CA 92883

BYLAWS

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I. ESTABLISHMENT

1. Name

The name of this club shall be the CORONA MODEL RAILROAD SOCIETY.

2. Purpose

The purpose of the club shall be:

a. To build and operate a railroad layout to visually depict the historical importance of the railroads in the development of Corona.

b. To provide educational activities and demonstrations for the general public.

c. To do rail-fan activities.

d. To make trips to railroad related activities, including rail excursions and museums. To promote safety in relation to railroad activities.

e. To socialize among other railroad interest members.

II. MEMBERSHIP

1. Membership Eligibility

Membership shall be open to anyone who subscribes to the purposes, bylaws, rules and regulations of the club.

2. Membership Classes

There are **five** classes of membership:

a. Regular member – Full vote rights (an individual acting alone or with family members including children 16 years or younger living at home. A family shall have one vote).

b. Associate member – An individual who has completed their probationary period.

c. Probationary member – An individual who has submitted an application to join the club.

From time to time, on a case-by-case basis, the Corona Model Railroad Society offers pre-adult membership through the Youth and Junior Membership classes described below.

d. Junior member – A pre-adult member who is at least fourteen (14) years of age AND has entered the ninth (9th) grade, has a high interest in model railroading, and is admitted under the Junior Membership process in Section III. Junior Members may progress through Probationary Junior, Associate Junior, and Full Junior membership status.

e. Youth member – A pre-adult member who is at least ten (10) years old and up to and including fourteen (14) years old, has a high interest in model railroading, and participates in tandem with an Adult (parent, guardian, or grandparent) under the Youth Membership process in Section III. Youth Members may progress through Probationary Tandem Youth, Associate Tandem Youth, and Full Tandem Youth membership status.

3. Membership Revocation

a. Members may be removed for any reason by a two thirds (2/3) vote of the membership in good standing.

b. Membership in good standing shall be determined by compliance with the obligations of the club that is including but not limited to, having paid club dues.

c. A member not in financial good standing may be removed by a vote of two thirds (2/3) of the Elected Officers.

III. NEW MEMBERSHIP PROCESS

1. Application Process

a. Initiation Fee: $50.00, $25.00 deposit when application is submitted and the balance due within 90 days.

b. Applicant will enter the membership as a Probationary Member upon submitting the membership application form and fees and acceptance by the General Membership.

c. Half of the initiation fee ($25.00) and a month dues of $20.00 are required when the applicant submits their application. Each month thereafter the applicant will pay the monthly dues of $20.00. "All application fees and dues paid during the application process become the property of the CMRS."

d. The Probationary Member will be reviewed by the General Membership after three (3) months for upgrade to an Associate Membership. During this probationary period the applicant must attend at least six (6) meetings, which may be a combination of workdays, and/or general meetings. Upon acceptance into the CMRS as Associate member, the balance ($25.00) of the initiation fee shall be due and payable.

e. The Associate Member will be reviewed by the General Membership after an additional six (6) months for upgrade to Regular Membership.

f. Upon reaching full membership a code will be issued by the Keymaster for both the front door entry deadbolt and for the alarm system. The Keymaster will deactivate the code of those who are no longer members and those no longer in good standing. New members are expected to purchase the official CMRS polo shirt with personalized name.

2. Junior Membership Application Process

a. Junior Membership is offered to applicants who are at least fourteen (14) years of age AND who have entered the ninth (9th) grade and who have a high interest in model railroading.

b. The Junior applicant shall complete and sign a CMRS Membership Application. Both parents, if possible, must meet with two CMRS Board Members to discuss and sign the Junior applicant’s application.

c. The Junior applicant and the parents shall read and agree to all applicable membership requirements, bylaws, rules, and regulations of CMRS.

d. Upon acceptance of the application by CMRS, one half of the youth initiation fee ($25.00) is due along with the first month’s Junior dues of ten dollars ($10.00). Upon a vote of the General Membership, the applicant enters CMRS as a Probationary Junior Member.

e. Monthly Junior dues shall remain ten dollars ($10.00) for the duration of Junior Membership and shall be due each month.

f. After a minimum of three (3) months and attendance at a minimum of ten (10) CMRS events, the Probationary Junior Member may be considered for elevation to Associate Junior Membership by a vote of the General Membership.

g. Upon elevation to Associate Junior Membership, the Junior Member shall be required to purchase the personalized CMRS club shirt.

h. After a total minimum of six (6) months and attendance at a minimum of sixteen (16) CMRS events, the Associate Junior Member may be considered for elevation to Full Junior Membership by a vote of the General Membership.

i. Advancement to Associate Junior or Full Junior Membership shall consider not only attendance, but also the Junior Member's participation in the docent/history, layout cleanup, and other work requirements stated in Section IV.1.b.

j. At no time during Junior Membership shall a Junior Member be afforded CMRS entry /alarm codes, nor voting privleges.

k. Upon reaching eighteen (18) years of age AND graduating from high school, a Junior Member in good standing for at least one (1) year may apply for Regular adult CMRS membership by submitting a new application and paying the remaining half of the general initiation fee ($25.00). The Junior Member may be elevated to Probationary Adult Status Membership by a vote of the General Membership at the next business meeting with no additional waiting period. At that time, the member assumes the regular monthly dues obligation of twenty dollars ($20.00).

3. Youth Membership Application Process

a. Youth Membership is offered on a tandem basis to applicants who are at least ten (10) years old and up to and including fourteen (14) years old and who have a high interest in model railroading.

b. The Youth applicant shall have an Adult parent-both if possible, guardian, or grandparent) who joins CMRS in tandem with the Youth Member.

c. Both the Youth applicant and Adult Tandem Member shall complete and sign CMRS Membership Applications and shall read and agree to all applicable membership requirements, bylaws, rules, and regulations of CMRS.

d. Upon submitting the CMRS applications, one half of a single Youth initiation fee ($25.00) is payable, along with joint monthly Youth/Adult dues of twenty dollars ($20.00). The General Membership shall vote to accept or reject the applications at the next Business Meeting. Upon acceptance, the Youth and Adult enter CMRS as Probationary Tandem members under Youth Membership.

e. Each month thereafter joint Youth/Adult dues of twenty dollars ($20.00) are due, regardless of the Youth Member's level of participation.

f. The Adult Tandem Member must be on site for all CMRS activities attended by the Youth Member. Participation by the Adult in train running and work activities is optional; however, the Adult must remain present in the clubhouse whenever the Youth Member is present.

g. After a minimum of three (3) months and attendance at a minimum of eight (8) CMRS events, the Probationary Tandem Youth Membership may be considered for elevation to Associate Tandem Youth Membership by a vote of the General Membership.

h. Upon elevation to Associate Tandem Youth Membership, both the Youth Member and Adult Tandem Member shall be required to purchase the personalized CMRS club shirt.

i. At the time of elevation to Associate Tandem Youth Membership, the Adult Tandem Member shall submit to the no-cost identification/background check required by CMRS.

j. After a total minimum of six (6) months and attendance at a minimum of sixteen (16) CMRS events, the Associate Tandem Youth Membership may be considered for elevation to Full Tandem Youth Membership by a vote of the General Membership.

k. Advancement to Associate Tandem Youth or Full Tandem Youth Membership shall depend on more than attendance. The General Membership shall also consider the Youth Member's participation in docent/history activities and layout/clubhouse cleanup, maintenance, and work activities stated in Section IV.1.b.

l. Upon reaching Full Tandem Youth Membership, the Youth Member and Adult Tandem Member shall continue under the joint monthly dues requirement of twenty dollars ($20.00). At no time shall Youth Tandem Members be afforded CMRS entry or alarm codes.

m. Upon reaching fourteen (14) years of age AND entering the ninth (9th) grade, the Youth Member may apply to the General Membership for elevation to Junior Membership by submitting a new application signed by both parents.

IV. MEMBERS OBLIGATIONS

1. Membership Standing

a. In order to maintain good standing, a member must remain current on his financial obligation to the club. Any member falling delinquent in his financial obligations shall be deemed not in financial good standing and shall have a grace period of three (3) months in which to rectify this delinquency.

b. Each member shall pay monthly dues of twenty dollars ($20.00), which shall be payable each month at the business meeting or by the last Saturday during months without meetings. Junior Members shall pay monthly dues of ten dollars ($10.00). In addition to operating trains, each Junior Member shall participate in age-appropriate club service and educational activities. Such participation shall include spending time as a docent to learn and communicate the history of Corona and the historical role of railroads in the community, and participating in layout and clubhouse cleanup, maintenance, and work activities. Junior Membership is intended to provide education, service, and responsible participation in CMRS and shall not consist solely of recreational train operation. Youth Members shall pay joint Youth/Adult dues of twenty dollars ($20.00) per month as provided in Section III.3. Youth Members must spend time learning Corona history through docent activities and participate in layout/clubhouse cleanup, maintenance, and work activities. Youth Membership is intended to provide education, service, and responsible participation in CMRS and shall not consist solely of recreational train operation.

c. Dues may be increased or decreased by a vote of two-thirds of the membership in good standing.

d. Due to the public nature of Corona Heritage Park, our insurance requires that all members, inclusive of Probationary Members, submit to a no-cost background check. Probationary Members must submit and pass a background within 90 days of the application. For Youth Tandem Membership, the background-check requirement applies to the Adult Tandem Member; the minor Youth Member is not required to undergo a background check.

V. ELECTIONS

The officers of the club shall be the Elected Officers, which shall consist of a President, Vice President, Secretary, Treasurer and Directors. These officers shall perform the duties prescribed by these bylaws and by authority adopted by the club during the July 2018 business meeting.

1. Eligibility

a. All officers shall be members in good standing.

b. Elected officers shall be eligible to serve more than one consecutive term in office.

c. Junior Members shall have no voting rights. Junior Members shall not vote in CMRS officer elections or in any other matter submitted to the membership for a vote.

d. Youth Membership carries no voting rights. Neither the Youth Member nor the Adult Tandem Member shall vote in CMRS officer elections or in any other matter submitted to the membership for a vote by virtue of the Youth Tandem Membership.

2. Nomination

a. September (cyber meeting): President announces upcoming election, seeking and calling for nominations

b. October meeting: Nominations for officers are made. If no nominations are made for a particular office the President will seek nominations (including self-nominations) via email follow-up. Additional nominations may be made up the fourth Tuesday of November

c. November (cyber meeting): Election will be held in conjunction with cyber meeting via reply. Members may, if they wish, obtain a paper ballot at the CMRS clubhouse. All ballots, email or paper, must be submitted by December 1.

d. January 1- New Officers will take office January 1st and will serve for two years.

3. Election

a. Officers shall be elected at the November cyber meeting by a majority vote of the members in attendance. New officers will take office beginning January 1st and will serve for a period of two years

b. In the event of a vacancy occurring in any elected office, an election to fill this vacancy shall be held at the next regular business meeting or at a special meeting called by the President.

4. Recall

a. Any officer may be removed from office for cause by a two thirds (2/3) vote of the membership in good standing.

VI. OFFICERS

1. President

Presides at all regular business and Executive Board meetings. In addition, the President shall:

a. Call special meetings.

b. Preserve order.

c. Carry out and enforce the bylaws of the club.

d. Shall have general supervision over all administrative operations of the Club.

e. Shall appoint or dissolve committees, as the operations of the club shall require.

2. Vice President

The Vice President shall be aide and assistant to the President in any way possible and shall assume the duties of the President during absence or upon request.

3. Secretary

The Secretary shall be responsible for the documents of the club and perform the usual duties of the Secretary. These duties shall include:

a. Keep minutes of all business transacted at meetings. This shall include but not be limited to all motions and votes.

b. Maintain copies of the bylaws and amendments thereto.

c. Maintain status of any operating, safety or general rules adopted, revised rescinded by the club.

4. Treasurer

The Treasurer shall be responsible for all club money. In addition, he shall:

a. Deposit all money promptly in accounts maintained for that purpose by the club. All accounts shall be joint, requiring a single signature of the Treasurer or designated Board Member(s) who are on the account.

b. Promptly see that the proper signatures are placed on all accounts with each change of administration.

c. Pay all bills as authorized by the club budget. Expenditures, which are outside the approved budget, are to be forwarded to the Executive Board for resolution.

d. Preserve all receipts and bills.

e. Give a statement at each regular business meeting, of the finances of the club. Collaborate with committee chairmen to establish a yearly budget and submit to the Executive Board in November.

f. Balance the books as of December and present a Financial Statement in writing to the incoming treasurer prior to the January meeting.

5. Member-at-large

The Member-at-large shall be a member of the Executive Committee and perform such duties as from time to time may be assigned to him by the President or the Board of Directors.

VII. BUDGET

1. Budget proposal

a. The Executive Board will review the proposed budget and prepare a recommended budget and submit it to the incoming Executive Board after the elections at the December meeting.

2. Budget approval

a. The incoming Executive Board will review the budget and present a proposed budget to the membership for approval at the January regular business meeting.

b. The Executive Board may modify the budget during the year, providing the sum of all modifications do not exceed ten percent (10%) of the approved total and funds are available to cover the expenditures.

3. Budget Modification

a. Modifications to the budget that exceed ten percent (10%) of the approved budget must be submitted to the general membership for approval.

4. Expenditures

a. All club expenditures must be in accordance with the approved budget.

b. The fiscal year of the club shall be the same as the calendar year.

c. All checks issued by the club shall be signed by the Treasurer or designated Board member(s) who are on the account.

VIII. THE EXECUTIVE BOARD

The Elected Officers of the club, including the Directors, shall constitute the Executive Board. The Executive Board shall have general supervision responsibility of the affairs of the club. They shall also: set the time and place of meetings.

a. Make recommendations to the club.

b. Perform such duties as are prescribed in these bylaws

2. The Executive Board shall be subject to the orders of the general membership and none of the Boards acts shall conflict with official actions taken by the general membership.

IX. MEETINGS

1. Regular Business Meetings

a. The regular business meetings of the club shall be held on the fourth (4th) Tuesday of January, April, July, and October.

b. Additional business meetings may be scheduled as deemed needed by the Board of Officers.

c. In addition, the President or his/her designee shall conduct a “cyber” meeting via email for all other months. Members are encouraged to add comments to the email and forward it to all members.

2. Election Meeting

a. Election will be held in conjunction with the November cyber meeting via email reply. Members may, if they wish, obtain a paper ballot at the CMRS clubhouse. All ballots, email or paper, must be submitted by November 30.

3. Executive Board Meetings

a. The Executive Board shall meet at the call of the President, as required by the administrative operations of the club. Minutes of the Executive Board meetings will be recorded and reported to the general membership at the next regular meeting.

b. Executive Board meetings may be conducted by electronic means.

c. A quorum at the Executive Board meeting shall be three (3).

4. Special Meetings

a. Special meetings may be called by the Executive Board for a specific purpose. The purpose of the Special meeting must be included in the meeting notice.

5. Meeting Notice

a. Notice of the regular and special meetings must be made to all members by mail, phone or e-mail, ten days (10) days in advance of such meeting.

6. Order of Business

a. The Order of Business for a regular business meeting shall be: Reading of the Minutes, Officer and Committee reports, Old Business, New Business, Program.

X. COMMITTEES

The President shall appoint committees, standing or special, which the Executive Board from time to time deem necessary to carry on the work of the club. The President shall be an ex-officio member of all committees.

1. Standing Committees

Ongoing committees that carry out the normal operations of the club are:

a. Layout Planning and Building Electrical Standards

b. Electrical Standard

c. Track Standards

d. Equipment Standards

e. Scenery and Structures

f. Historical (includes club historian)

g. Nominating

2. Special Committees

a. The President or Executive Board may appoint a committee at any time as a need arises. The committee will be disbanded upon completion of its task or sooner, at the discretion of the President.

XI. RULES AND REGULATIONS

he club may adopt such operating and safety rules and general regulations as may from time to time be deemed necessary for the routine operation of the club. The custodian for these rules and regulations, as well as all other documentation pertaining to the club shall be the Secretary.

XII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the club in all areas in which they are applicable, but not where they are inconsistent with these bylaws or any special rules the club may adopt.

XIII. AMEMDMENTS

Amendments to these bylaws must be presented to in writing at any regular business meeting. Two thirds (2/3) vote of the members in attendance and in good standing shall be necessary to pass the amendment.

Amendments

1/28/2003 III d. Added dues discount for single annual payment

4/28/2004 III c. Dues amount increased to $20.00 from original $15.00

4/28/2004 III d. Removed dues discount for single annual payment

6/27/2006 II 2. Three classes of membership added

6/27/2006 III New Membership Process added (a to f)

7/25/2006 VI 4. Change to include designated Board Member(s) on account

7/25/2006 VII 4. Change who can sign the club checks

8/25/2016 VIII Changes covering Guest Operators, Entry Keys, Returning Members and Members on Leave.

12/17/2018 IX. Regular Business Meeting schedule and V. Election Meeting nomination process revised.

— II.2 adds and defines Junior Membership; III.2 adds the Junior Membership/parent application and advancement process; IV.1.b adds Junior dues, docent/history education, and layout/clubhouse cleanup and work obligations; V.1.c establishes that Junior Members have no voting rights.

— II.2 additionally defines Youth Membership; III.3 adds the tandem Youth/Adult application and advancement process; IV.1.b adds Youth docent/history education and layout/clubhouse cleanup, maintenance, and work obligations and makes advancement depend on participation in those activities rather than attendance alone; IV.1.d clarifies the Adult Tandem Member background-check requirement; V.1.d establishes that Youth Tandem Membership carries no voting rights.

12/17/2018 Detail

IX.

a. The regular business meeting of the club shall be held of the fourth Tuesday of each month January, April, July, and October.

b. Additional business meetings may be scheduled as deemed needed by the Board of Officers.

c. In addition, the President or his/her designee shall conduct a "cyber" meeting via email for all other months. Members are encouraged to add comments to the email and forward it to all members.

V. Election Meeting

page 4, replace all of 2. Nomination with the following:

a. September (cyber meeting): President announces upcoming election, seeking and calling for nominations

b. October meeting: Nominations for officers are made. If no nominations are made for a particular office the President will seek nominations (including self-nominations) via email follow-up. Additional nominations may be made up the fourth Tuesday of November

c. November (cyber meeting): Election will be held in conjunction with cyber meeting via reply. Members may, if they wish, obtain a paper ballot at the CMRS clubhouse. All ballots, email or paper, must be submitted by December 1.

d. January 1- New Officers will take office January 1st and will serve for two years.

CMRS By-Law additions

Guest Operators

Formal Operations: Formal operating sessions are an excellent opportunity for the CMRS to network with invited guest operators including those from other clubs and those who have shared their knowledge and expertise. In such cases CMRS benefits from others' experiences and from potential new members, as well as filling the day's operating roster.

Volunteers: CMRS has in the past benefited from the expertise and labor of non-members. Full CMRS members may at times choose to invite such volunteers to the member's own informal run sessions or Saturday runs.

Friends & Family: Full members may at times wish to share our layout with invited friends, family and others during their own informal run sessions or Saturday runs. This is an excellent way to publicly share the accomplishments of CMRS and to introduce the model railroading hobby to other potential new members. CMRS members in such cases are responsible for explaining proper procedures.

Drop-Ins: At times experienced model railroaders, including members of other clubs, may "drop in", that is, without previous invitation, and express a desire to operate. A present CMRS board member or the senior full member present will decide such requests according to their best judgment on a case to case basis. Such visitors may also be asked to be placed on an invite list to a future formal operating session.

These procedures shall be common to all above guest operations:

1. A CMRS full member must always be present when guest operators are present.
2. All guests & guest operators are subject to all CMRS procedures and rules.
3. All guest operators are to sign in.
4. CMRS members shall not have guest privileges until reaching full membership status.
5. The CMRS member is responsible that the layout and clubhouse is returned to "ops ready" as outlined on posted exit procedures and shadow box.
6. Members' guest privileges are for occasional use only. Members should not be conducting private guest ops sessions on a regular basis.

Guest Cabs & Rolling Stock

1. Guest NCE cabs must be set to an open Cab Address. See posted list or dispatcher.
2. Formal operating sessions, Saturday sessions, and other public sessions are to be "era specific" only in regards to all rolling stock. This means 1945-1955ish Southern California prototype operations
3. During formal operating sessions guest operators must receive approval from the session's dispatcher to use their own era specific locomotives or full passenger trains sets.
4. During informal runs not open to the public, non-era specific locomotives or passenger train sets may be operated after the present CMRS member determines that they meet club standards, including clean metal wheels
5. Guest freight cars are strongly discouraged because they can easily be mixed up with CMRS cars.

Entry Codes & Keys

Except for the Keymaster, entry keys will no longer be used. Upon reaching full membership a code will be issued by the Keymaster for both the front door entry deadbolt and for the alarm system. The Keymaster will deactivate the code of those who are no longer members and those no longer in good standing.

Returning

Former CMRS full members in good standing may reapply for full membership, as follows:

A former member is in good standing if

a. If they had notified an officer or general membership upon leaving CMRS,

b. Were current in dues upon departure, and

c. Had no issues such as outstanding tools, rolling stock, or other items.

d. An ex-member wishing to return must communicate their desire in writing or electronically to at least one CMRS officer or do so at a business meeting.

e. x-member must complete an updated CRMS application including brief statement as to changes in circumstances which now allow CMRS membership.

f. Ex-member must make current dues payment.

g. At this point, the re-application is put to vote at the business meeting.

h. Ex-member receives codes after making second dues payment and attending 3 CMRS activities.

Former CMRS members who did not obtain full membership will generally begin the membership process from the beginning following a vote of the membership to accept the re-application.

A former such member may in writing present to the membership special circumstances which may warrant the member being accepted back with previous CMRS attendance and payment credit.

Members on Leave

Full members in special circumstances who will not be active for at least 6 months may ask the general membership that “a stay” be placed on their memberships. In such cases no dues will be owed, codes will be de-activated, and member will enjoy no club privileges. Such request must be made at a business meeting or in writing to at least one officer. Reactivation of membership occurs after attending a business meeting and paying current dues.