

**BURLINGTON COUNTY MODEL RAILROAD CLUB, LLC.  
CINNAMINSON, NJ**

**CONSTITUTION**

**ARTICLE I  
(NAME)**

Section 1. The organization shall be known and designated as The Burlington County Model Railroad Club, LLC and shall hereinafter be referred to as “the club”.

Section 2. The club’s purpose is to construct, operate, and exhibit a model railroad for the satisfaction of the members, and enjoyment by the community.

**ARTICLE II  
(MEMBERSHIP)**

Section 1. There shall be four (4) categories of membership status, they are:

1. Full
2. Apprentice
3. Junior
4. Life

Section 2. Applications will be accepted at any time. Applicants are welcome to visit the club during working sessions to become familiar with the members and club operations.

Section 3. There shall be a limit of 3 Junior Members.

Section 4. At least two (2) Executive Officers (or one Executive Officer and a designated ex-Executive Officer) shall meet (introductory meeting) with all new applicants (and their parents or guardians for Junior membership) to explain the rules and regulations of membership prior to acceptance of their application. The Executive Officers have the right to reject the application if they reasonably believe the applicant displays mannerisms consistent with Article XI, Sec. 3 of the Constitution.

Section 5. The application form for membership in the club shall solicit basic information from the applicant and have other items added to or removed from it as the needs of the club may dictate. Completed applications shall be submitted in person to any Executive Officer (or received via mail or email), who shall note the date the application was received by the club. The applicant must submit a non-refundable \$25 application fee along with the first month’s dues after the introductory meeting. An applicant will become an Apprentice Member immediately upon receipt of their application and payments.

Section 6. Former members who reapply for membership must undergo re-orientation prior to being reinstated to Full membership status by reviewing current club policies and becoming familiar with current operational procedures (must complete the Goal Sheet). No application fee is required for former members rejoining the club.

Section 7. Applicants shall be required to become members of the National Model Railroad Association (NMRA) upon acceptance as an Apprentice Member.

### **ARTICLE III (MEETINGS)**

Section 1. Business meetings of the club shall be held in March, June, and October on dates and times chosen by the Secretary. The Secretary should make every effort to schedule these meetings on a night that is considered a regular work session meeting as outlined in Section 4 of this article.

Section 1a. Business meetings of the club require the presence of at least two Executive Officers to be present, one of which must be the President or Vice President of the club.

Section 2. Fifty-one (51%) of the full membership shall constitute a quorum, but a lesser number may call the roll and either adjourn or proceed with the meeting as necessary if a quorum is not attained within 45 minutes of the announced time of the business meeting. A quorum will include members who are either physically or virtually (video chat) present. Business items requiring a vote shall be sent to the members via email or regular mail at least 10 days in advance of the meeting. Members who will not be in attendance physically or virtually shall submit their vote to the Secretary prior to the start of the meeting.

Section 3. Special meetings may be called by the President or on the request of at least two (2) members, provided the members of the club are notified ten (10) days in advance by email and/or other means, stating the matter(s) to be brought up before the members. The stated matter(s) shall be the only matter(s) to be discussed at or voted upon at said meeting.

Section 4. Work session meetings are held every Monday and Thursday evening, usually from 7 PM to 10 PM. The purpose of these meetings is to continue to construct and improve the club layout. Members are expected to work on projects at these meetings. The running of trains for testing purposes is allowed so long as it does not interfere with or handicap another member working on a project.

Section 5. The club will typically hold operating sessions once a month during non-show season months. The dates and times of these sessions shall be determined by a Committee designated by the President.

### **ARTICLE IV (EXECUTIVE OFFICERS)**

Section 1. The Executive Officers shall consist of a President, Vice President, Secretary and Treasurer. The term of office shall be for two years.

Section 2. All vacancies in Executive Offices shall be filled by having the President appoint an interim replacement for the unexpired term of office until such time that a regular or special meeting can be called to nominate and elect a person to serve the remainder of the unexpired term. In the event the President's office is vacant, the Vice President shall assume the President's office and shall appoint a Vice President until a meeting can be convened to elect a replacement President. The Vice President shall resume their office as soon as a new President is elected.

Section 3. The Executive Officers shall be the only persons authorized to conduct business with The Burlington County Footlighters regarding landlord-tenant situations as well as other business affairs that may come before the club.

Section 4. The Executive Officers may, upon unanimous agreement amongst themselves and with the approval by a majority of the other members present, temporarily suspend, or modify any article/section of this constitution during one of the business meetings.

Section 5. Outgoing Officers shall mentor incoming Officers to ensure a smooth transition as well as help them to adequately understand the duties of the office. The Treasurer may require more mentoring to make sure the new Treasurer fully understands the club finances and financial procedure.

**ARTICLE V  
(EXECUTIVE NOMINATIONS)**

Section 1. Nominations for Executive Offices shall be held at the March business meeting of the club in order of office outlined in Article IV, Sec. 1. After all nominations have been closed, the election shall take place. A nominee must be current with respect to club dues. A nominee must receive a majority of the votes cast to be elected.

Section 2. No Apprentice or Junior member shall be eligible to hold Executive Office. A nominee must have been a Full Member for at least two years.

Section 3. The President and Vice President shall serve no more than two (2) consecutive terms.

Section 4. The Treasurer and Secretary shall not be term limited.

Section 5. The nomination and elections for the positions of President and Treasurer shall be in odd years, and the positions of Vice President and Secretary in even years.

Section 6. If no nominations are made, and upon approval of a motion from the floor, the President may instruct the Secretary to cast a ballot of one for all unopposed nominees. The nominations shall be closed, the current slate of officers (if they are eligible for re-election) shall be considered re-elected, and the secretary shall cast the ballot for the current slate.

Section 6a. If the Vice-President has served 2 terms and there are no nominations, the President will appoint an interim Vice-President until a candidate can be found and duly elected and installed.

Section 6b. If the President has served 2 terms and there are no nominations, the Vice-President will become the acting President until a candidate can be found and duly elected and installed; at which time the Vice-President will revert back to their elected office.

**ARTICLE VI  
(PRESIDENT)**

Section 1. The President shall preside at all business meetings of the club, preserve the order therein, and see that the Constitution and By-Laws of the club are duly observed.

Section 2. The President, prior to convening a special meeting, shall instruct the Secretary to issue the required written notice thereof and read said notice at the beginning of said meeting.

Section 3a. The President shall, at the March meeting, appoint members to all club committees in Article II, Section 1 (and 1x) of the By-Laws and others that may be necessary.

Section 3b. The President shall appoint committees as required by the Constitution and By-Laws or as needed from time to time.

Section 4. The President shall cast a vote only in the case of a tie vote.

Section 5. All former club Presidents, who are current members of the club, shall be a part of the President's Advisory Council. The incumbent President shall confer with the Council when matters warrant experiential or historical perspective.

**ARTICLE VII  
(VICE-PRESIDENT)**

Section 1. The Vice-President shall assist the President in the performance of his or her duties and officiate in the absence of the President. When serving in the chair in the President's absence, the Vice President shall only vote in the case of a tie vote.

**ARTICLE VIII  
(SECRETARY)**

Section 1a. The Secretary shall maintain a correct copy of the minutes of all meetings and shall maintain a register of all current members consisting of date of entrance into the club, name, address, telephone number and other pertinent contact information the member may wish to provide.

Section 1b. The Secretary when instructed by the President shall notify, by e-mail and/or other means, all Full voting members of Special Meetings at least ten (10) days prior to said meeting and otherwise perform such duties as the Constitution and By-Laws may require.

Section 1c. The Secretary shall, after January 1st but no later than two weeks prior to the March business meeting of each year, send out a formal notification to all members of the upcoming elections of club officers, and solicit candidates for office.

Section 2. The Secretary shall furnish all applicants a copy of the Constitution and By-Laws, and other pertinent club documents.

Section 3. In case of inability to attend a meeting, the Secretary shall send by some suitable person, such books and records necessary to conduct the meeting.

## **ARTICLE IX (TREASURER)**

Section 1. The Treasurer shall maintain all financial records, an orderly check book, cash receipts, a disbursement journal, and a file of all paid bills, and shall be responsible for the receipt of all income to the club inclusive of dues.

Section 2. Upon the Treasurer's retirement from office, they shall hand over to their successor all funds, books, and records in their possession, at which time the President shall appoint an auditing committee to examine said books and records if it does not coincide with the provision of Article II Section 1b of the By-Laws

Section 3. The Treasurer is authorized to have full control of all accounts the club may have and shall pay all bills incurred without the prior approval of the membership.

Section 3a. Any check for reimbursable expenses incurred by the Treasurer shall be signed by a member of the Executive committee other than the Treasurer.

Section 4. The Treasurer shall be responsible for changing and maintaining the digital lock to the club access door and informing all Full Members in good standing of any code change(s).

Section 5. The Treasurer shall have prior organizational financial experience in order to be considered for the position.

## **ARTICLE X (BOARD OF DIRECTORS)**

Section 1. The Board of Directors shall consist of the Vice President who shall chair the committee, and all standing and ad hoc Committee Chairpersons.

Section 2. The Standing Committee Chairperson(s) will be the conduit for any matters from the general membership to be brought to the attention of, and consideration by, the Board of Directors.

Section 3. The Board of Directors shall meet bi-monthly.

## **ARTICLE XI (FULL MEMBERS)**

Section 1. A Full Member is herein defined as an individual who is at least 18 years of age, has been previously voted into membership in accordance with Article II, and is not delinquent in the payment of dues. Full Members who do not pay their dues by the end of the month will be considered delinquent and lose their privilege to vote on club matters. Payment of any owed dues to the club will reinstate this privilege.

Section 2. Resignation from the club, except for the provisions of Article III, Sec. 2 of the By-Laws, shall be in writing to the Secretary and the member shall return any club materials the member may have in their possession. This resignation shall be notated in the minutes of the club's next business meeting.

Section 3. A Full Member may be dismissed from the club by the Executive Officers for any of the following reasons, with no right of appeal. This removal shall be noted in the minutes of the club's next business meeting.

- consistent violation of the Constitution, By-Laws, policies, or procedures of the club
- theft or destruction of other members' or club property
- drunkenness, drug abuse, or lack of personal hygiene
- repeated interference with the projects of other members
- generally obnoxious or uncooperative behavior
- becoming arrears in dues as outlined in Article III of the by-laws

## **ARTICLE XII (APPRENTICE MEMBERS)**

Section 1. There shall be no requirement to attend any specified number of either business meetings or work sessions of the club. However, it is incumbent upon the Apprentice Member to attend as many meetings as possible to become familiar with club operations and policies and to get to know the members and allow the members to know the applicant.

Section 2. Apprentice Members are judged on their interest in and knowledge of the hobby, regular attendance, willingness to participate in club activities, consideration of others, the careful handling of equipment, and completion of the training and approval of the items on the Applicant Goals Sheet; as well as read, understand, and sign the club's Policy and Procedures document(s).

Section 3. All Apprentices shall serve an Apprentice period for a minimum of six months. During this period, the Apprentice Member shall pay dues as outlined in Article III of the By-Laws but has neither unrestricted access to the club without a Full Member present nor voting privileges at the club's business meetings. They also may not purchase or wear clothing with the club logo on it, unless authorized by the Executive Officers.

Section 3a. The Apprentice Member shall submit their completed goal sheet to the President a minimum of 2 weeks prior to the next regular business meeting. The President will confirm the signatures and ensure that the Apprentice Member has met all their goals. After the minimum six-month period, and with fulfillment of the Applicant Goals Sheet, then at the next regularly scheduled business meeting of the club, the Applicant Goal Sheet will be circulated and then the full membership shall vote by secret ballot whether to accept the Apprentice Member into Full membership; acceptance into the club requires 75% acceptance vote of the members in attendance.

Section 3b. Apprentice Members are expected to satisfactorily complete the requirements specified in the Applicant Goal Sheet and be voted on and approved by the membership for Full membership within twelve months of being accepted as an Apprentice Member. If an Apprentice Member fails to achieve this, the Executive Committee shall, at their sole discretion, decide on whether to extend the apprenticeship an additional 6 months or not. If the Apprentice Member is not approved for an extension, then the Apprentice Member will be notified that their membership in the club is being terminated due to failure to meet the expectations for membership.

Section 4. Apprentice Members may not operate trains during an open house unless under the direct supervision of a Full Member

Section 5. Apprentice Members are exempt from any assessments imposed by the club. Upon acceptance as a Full or Junior Member their assessment will be prorated for the balance of the assessment period.

**ARTICLE XIII  
(JUNIOR MEMBERS)**

Section 1. A Junior Member is herein defined as an individual under 18 years of age and is current in the payment of dues.

Section 2. A Junior Member may be suspended from activity in the club at the request of the member's parents/guardians for any reason. Such requests shall be made to the Executive Officers via direct conversation or in writing.

Section 3. A Junior Member may be removed in the same manner as Full Members as outlined in Article XI, Sec. 3.

Section 4. No Junior Member shall be in the club without the presence of at least two (2) Full Members, and a parent or legal guardian who shall be responsible for the Junior Member's conduct.

Section 5. No Junior Member may remain as such past his/her 18<sup>th</sup> birthday. At that time, Junior Members will automatically be admitted to Full membership providing that the provisions of Article XII Sec. 3 have been satisfied.

Section 6. Junior Members may attend all regular and special meetings of the club and are able to vote on matters before the club.

**ARTICLE XIV  
(LIFE MEMBERS)**

Section 1. A Life Member is herein defined as a Full Member that has been with the club for at least 20 years and whom the club membership feels has made a significant contribution toward the club during their membership by contributing towards the club's improvement through their efforts on the layout or service as an Executive Officer or committee chair.

Section 2. The procedure for becoming a Life Member shall be as follows: At a regularly scheduled business meeting of the club, a nomination may be made, and seconded, from the floor during the 'Open Floor' portion of the meeting to have the member made a Life Member. The vote to accept the Full Member as a Life Member must be unanimous.

Section 3. A Life Member shall be exempt from paying club dues, with the exception of the NMRA portion of the dues and magazine subscription.

**BURLINGTON COUNTY MODEL RAILROAD CLUB, LLC.  
CINNAMINSON, NJ**

**BY-LAWS**

**ARTICLE I  
(MEMBER'S DUTIES)**

Section 1. All members are required to keep the layout room and hall areas clean. A member whose project deposits dry plaster, sawdust, waste scenery, etc. on the floor is responsible for cleaning up the affected area. Trash receptacles shall be emptied by the member who fills it.

Section 2. Members are encouraged to bring their equipment to the club's layout, and are to ensure that all such equipment (i.e. rolling stock and locomotives) is trouble free *before* operation on the layout. Standards for locomotives and rolling stock can be found in the club's current policies. Compliance with the policies shall be enforced by the Train Certification Committee who will inspect and certify that the member's equipment does conform to club standards.

Section 3. Members may request a leave of absence (sabbatical) in writing to the Executive Officers, during which time the member shall not have to pay dues at the discretion of the Executive Officers.

Section 3a. During the sabbatical, that member shall have no voting privileges and must contact an Executive Officer for unaccompanied access to the club. The member should remove all their equipment if practical prior to their sabbatical and have a documented inventory to hold the club harmless.

Section 3b. Members shall notify the treasurer he/she is returning from leave. No re-application is necessary once the member returns from this leave.

Section 4. Full Members shall be entitled to bring 1 guest per visit during a regular club activity. The member shall be held fully responsible for any of the guest's actions or damages incurred. Guests shall not operate throttles nor interfere with the operations of the layout. They may view activities and ask questions of the Full member with whom they came. Guests shall not interfere with the work session, nor interrupt an operating session, or general club activity, by engaging in any action that is not deemed acceptable by the general membership. These activities can be, but are not limited to running in and around the layout area, going under the layout, touching/damaging any part of the layout, touching/damaging any member's rolling stock and/or locomotives, etc.

Section 4a. The rules in Section 4 may be waived by Executive decision for a single session or additional limitations imposed as they deem necessary to preserve the integrity of the club.

**ARTICLE II  
(DUTIES AND COMMITTEES)**

Section 1. The President shall create or dissolve committees at business meetings, or on an as needed basis to keep the business of the club operating smoothly.

Section 1a. The club maintains a Standards Committee that shall approve and oversee any large changes or projects that may interfere with the ability to run trains and ensure that the change or project meets current desirable standards. There shall also be a Train Certification Committee created at the March business meeting for the upcoming open house season. The Train Certification Committee is charged with fulfilling the provisions of Article I, Section 2 of the By-Laws.

Section 1b. An audit committee shall be appointed bi-annually in even years for the purpose of auditing the club's financial records, in addition to the provisions of Article IX, Section 2 of the Constitution. The audit committee shall be appointed at the March business meeting and shall present the results of the audit at the June business meeting.

Section 2. The President shall appoint all Committee Chairs, who serve at the pleasure of the President, and establish a scope for each committee that is not outlined herein.

Section 2a. Committee Chairs have the authority to create subcommittees, task groups, work groups, or any other sub entities they feel necessary to support the scope of work assigned by the President. The Committee Chairs shall report to the Vice-President, but all policies shall be voted on by the club membership.

Section 2b. Committee Chairs shall be named/reaffirmed annually at the March business meeting.

Section 3. A Committee's range of work is limited to the scope created by the President. A Committee is typically charged with investigating, or managing, one or more aspects of the club's operations.

Section 4. Committee members should reach consensus to take any action on any matter or make any recommendation to the club.

Section 5. A Committee, upon drafting any documents charged to them, shall distribute said documents to the general membership via email. All members have 30 days to send their comments to the committee chair. The committee chair shall present all comments to his/her committee and resolve all comments within 30 days. Comment resolution shall include implementation of or rejection of said comment with reasons for said rejection. The final document along with the comments and associated documentation, shall be distributed to the club membership prior to a business meeting, and a vote will be taken at said business meeting to adopt or reject said document.

Section 6. All policies voted upon must be done so only after said policies have been distributed to the general membership and an adequate comment period has been held. Comments are only accepted during the comment period. All policy resolutions are reported at the general business meetings by the Vice President.

### **ARTICLE III (DUES)**

Section 1. All members that are required to pay dues shall pay dues in the amount determined by the club's financial status and are due by the end of the month. These members are expected to pay their dues promptly to avoid becoming delinquent, thus losing voting privileges.

Section 1a. Dues may be raised or lowered following a recommendation from the Executive Committee. Voting upon this recommendation shall occur at a regular or special business meeting where a quorum is met. A 75% majority of the quorum shall be required for approval.

Section 1b. Club dues will include NMRA membership dues. All members must have an NMRA membership minimally valid through the annual club renewal date (July 1). If a new member (Apprentice) has an existing NMRA membership, they shall provide a copy of their NMRA membership card to the treasurer. Non-NMRA members must submit an NMRA application and NMRA annual dues to the club upon being accepted as an Apprentice Member. The club will remit NMRA dues and application to the NMRA. Club members may opt to include the cost of NMRA magazine, which will be added to the initial NMRA dues payment as well as monthly club dues payment.

Section 2. Any member who becomes delinquent in payment of dues for three (3) months shall be liable to suspension of membership by the Executive Officers and will not be apprised of the current access code. Members who become delinquent for a period of six (6) months shall be considered as having resigned.

Section 3. Payment of dues can be suspended in unusual circumstances such as unemployment, illness, change of work hours, military deployment etc. Application for such shall be in writing and will be decided upon by the Executive Officers. During this period, the member may be restricted from the club.



**ARTICLE IV  
(RESIGNATIONS)**

Section 1. No resignation shall be accepted unless it is in writing except for the death of a member. The President shall order the Secretary to solicit resignations from members whose intent it may be to resign (as outlined in Article III, Sec. 2 of the By-Laws or Article XI, Sec. 2 of the Constitution), but have not done so in writing or where no contact with the member has been made in a reasonable amount of time.

**ARTICLE V  
(RULES OF ORDER AND PARLIMENTARY PROCEDURE)**

Section 1. All meetings of the club shall be called to order precisely at the time and date named. Members, when speaking, shall rise, address the chair, confine their remarks strictly to the subject, avoid personalities and indecorous language and speak but twice on the subject unless to explain.

Section 2. Voting: A quorum is required to be present for any vote.

Section 2a. A simple majority of voting members present is required to adopt a policy or concept.

Section 3. Changes to this Constitution and By-Laws shall be done in the following manner:

Section 3a. Proposed changes must be announced and presented at a regular or special business meeting of the club and be submitted by at least two (2) Full Members in the form of a resolution.

Section 3b. At the next regular\_business meeting of the club, the proposed change(s) shall be read again and voted upon by the membership for adoption. A 75 percent majority of the members present at the meeting must be obtained for adoption.

Section 3c. The Secretary shall be responsible for keeping the Constitution and By-Laws current.

Section 4. In case of conflicting rules in the Constitution and By-Laws or the absence of a rule or procedure, *Robert's Rules of Order* shall be consulted for the proper rule or procedure.

**ARTICLE VI  
(ORDER OF BUSINESS)**

1. Call to order
2. Roll call (for the purpose of determining the presence of a quorum)
3. Reading of the minutes of the previous meeting(s)
4. Treasurer's Report
5. President's Report
6. Vice President's Report
7. Reading of Communications
8. Report of Standing Committees
9. Report of Special Committees (as are appointed from time to time)
10. Membership (Introductions, Resignations, etc.)
11. Nomination of Executive Officers (March meeting)
12. Election of Executive Officers (March meeting)
13. Appointment of Committee Chairs (March Meeting)
14. Open Floor (Old/New Business, General Discussion)
15. Adjournment

**ARTICLE VII**  
**(CLUB RULES AND OTHER INFORMATION)**

Section 1. In addition to the duties listed in Article I of these By-Laws, the last member leaving the club must ensure that all lights, computer(s), and climate control devices are turned off, the logs completed, and the door to the club properly locked.

Section 2. Members shall not disclose/impart the entry code to the club to anyone, the code will only be distributed by the Treasurer in accordance with Article IX, Section 4 of the Constitution.

Section 3. Members are strongly encouraged to volunteer their talents, services, and opinions. All suggestions are welcome. There is no, nor shall there be, any seniority system and all club members have an equal say in club proceedings.

Section 4. The club rents the layout space and hallway area from The Burlington County Footlighters. Anytime this organization is having a performance, all activities should be of a quiet nature.

Section 5. Members go to various train shows, flea markets, other club's open houses, and other railroad related events throughout the year. All attempts are made to have some organization to this, i.e. a sign-up sheet is usually posted for upcoming events that are more conducive to a group, rather than individual, outing.

Section 6. No attempt is made to model any specific railroad, geographic area, or time period. The layout is referred to as "The Rancocas Valley Lines", which is an appropriate name based on our geographic location in New Jersey.

Revised March 2024, December 2024

Adopted: March 2025