

BY-LAWS OF THE SUNRISE TRAIL DIVISION, NER, NMRA

As accepted by the membership of the Sunrise Trail Division in February, 1968 and inclusive of revisions voted into effect by the membership in 1985, 1999, 2002 and 2004

The Officers, Directors and Committee Chairpersons of the Sunrise Trail Division, Inc. (STD) each have important jobs to perform if the STD is to operate smoothly and fulfill its purpose as described in paragraphs (B) and (C) of the STD Constitution. If a member accepts an appointment or is elected to office, it is incumbent on that member to perform the duties of that job or office to the best of his or her abilities; and to attend as many STD General and Board of Directors (BOD) meetings as possible.

All persons (Officers, Directors, Chairpersons, and Members) who are giving reports at a BOD Meeting shall provide a written copy of their report to the Secretary at that meeting.

1. **The following job descriptions** shall form the backbone of the Division:

- A) President** -- He or she shall preside at all General and BOD Meetings of the Division. He or she shall appoint all Committee Chairmen and other special positions with the approval of the BOD. The President shall vote at BOD Meetings only if there is a tie vote.
He shall keep in touch with the Chair-people of events to insure they are doing their jobs.
- B) Vice-President** -- He or she shall assist and council the President in the performance of his duties. He or she will preside over meetings in the absence of the President. He or she will usually be appointed Chairman of the Fall Convention. The Vice-President will secure NMRA insurance for meetings open to STD members and the general public.
- C) Secretary** -- He or she shall keep the minutes of all BOD Meetings, publish them and send them to all Board Members. He or she shall keep all records of the Division. He or she will send out correspondence as directed by the President and Board of Directors. He or she will keep the Constitution and By-laws up to date and distribute copies when they are requested.
- D) Treasurer** -- He or she shall collect and disburse all monies for the Division and keep a record of all transactions. He or she shall deposit all income in a bank checking/savings/CD account. The Treasurer will provide a financial report of all monetary activities since his last report at BOD Meetings. He or she will make sure money is available for change and disbursement at all STD functions. The Treasurer's records should be available for audit after a seven-day notification.
- E) Directors** -- They shall be the governing body, together with the four officers, of the Sunrise Trail Division. They will be responsible for the day-to-day operation of the STD. They will try to attend all Board and General Meetings. Directors will be assigned jobs that they must perform to their best ability
- F) Nomination Chairman** -- The Nomination Chairman is to evaluate candidates for all offices, and place them in nomination. as well as to receive nominations by petition with five STD members signatures.
- a. The following timetable should be followed:
- (1) The Nominating Committee shall announce the opening and procedures for. and the closing date for the receipt of nominations in the Winter Edition of the Cannon Ball. The closing date of the nominations shall be no later than the January Winter Meet of the election year.
 - (2) The Nominating Committee shall determine the willingness of all candidates to serve.
 - (3) Nominees must reply no later than one week after the Winter Meet of the election year .
 - (4) The slate and biographies of the candidates shall be published in the Spring issue of the Cannon Ball, with ballot enclosed or mailed separately.
 - (5) A separate ballot mailing will be mailed to STD members who do not subscribe to the Cannon Ball. It will also contain biographies of all candidates and proposed changes to the Constitution and By Laws if applicable.
 - (6) Ballots are to be returned to the Ballot Committee by the date announced on the ballot.

By-Laws of the Sunrise Trail Division, NER, NMRA as revised through 2004

- b. All candidates will be advised that they must be members of the NER and NMRA.
- G) Ballot Chairman** --The Ballot Chairman, upon receipt of the ballots, shall verify the name and NMRA number on each ballot received against information provided him by the Membership Chairman before the ballots are counted. In counting the ballots, the committee shall remove or obliterate any and all return names and addresses so that name of the voter cannot be associated with the ballot. The Ballot Chairman shall announce the results at the Annual Convention and the new BOD will take office. The committee shall store all ballots until the BOD meeting after the installation of the new Officers and Directors, when the BOD may order a recount. If a recount is not required the committee shall destroy the ballots.
- H) Fall Convention Chairman** -- The Fall Convention Committee Chairman shall oversee all events and arrange for a suitable site to hold the event. The Chairman will monitor all persons who are charged with providing clinicians, tape slide clinics, food/beverages, modular layouts, white elephant sales, contests and tape/slide clinics, presentations and insurance. The Chairman will make sure that personnel is provided for the registration area and kitchen and the necessary equipment, such as slide projectors and VCR machines, are available. The Chairman will arrange for the banquet food and speaker. The Chairman will have a floor plan available on the day of the event, which shows where modular layouts, registration desk, white elephant tables and contests are to be placed. He or she will be responsible for the pricing of food to be sold.
- I) Spring & Winter Meet Chairman** -- Their duties are the same as the Fall Convention Chairman, except on a smaller scale. Usually there will be no banquet and no speaker.
- J) Membership Chairman** -- The Membership Committee Chairman shall keep records to insure that all Division members are members of the NMRA. The Chairman will procure NMRA/NER records to verify STD membership and use these lists to recruit new STD members. The Chairman will provide the Ballot Committee with a list of qualified members for their use in checking the ballots in the annual election.
- K) Cannon Ball Subscription Chairman** -- The Subscriber Chairman will keep records of the Cannon Ball subscribers. The Chairman will provide labels and send out Cannon Ball copies to these subscribers. He or she will inform subscribers when their subscription expires, either by some indication in the Cannon Ball or by a special mailing. The Chairman will actively try to get new members.
- L) Cannon Ball Editor** -- The Editor is responsible for the make-up and publication of the Cannon Ball. He or she will solicit articles, photos and drawings and put them in a camera- ready form for the printer. He will make sure the printer delivers a quality job on time. The Editor will supply the printed copies to the Subscription Chairman.
- M) Division Northeast Region Representative** -- He or she will represent the STD at all Northeast Region Meetings. The Representative will express the STD views and policies, as directed by the STD Board, at NER Meetings. The Representative will inform the STD BOD of the various matters that are discussed and voted on at NER meetings. The Representative will prepare an Annual Report of STD activities and present it to NER's President. The Representative will give certificates and checks for the "Patty Bettinger Award" and the "New Modelers Award" and present them to the contest winners at NER Convention.
- N) Contest Chairman** -- He or she will preside over all STD Model and Photo Contests. The Chairman will provide the necessary qualified judges, who will be contacted at least three weeks prior to the event. The judge's acceptance will be in written form. The model contest categories shall be: Motive Power, Freight Cars, Passenger Cars, Structures, Dioramas and Modules. This may be broken down further if there are many models, such as Steam, Diesel, Trolleys, etc. The photo contest categories shall be; Color and Black & White. This may be broken down further into Model and Prototype if there are many entries. It shall be the Contest Chairman's option whether or not slides will be, accepted. The Chairman will have an adequate supply of gloves to handle the models, entry forms and winners certificates on hand the day of the contest. This supply should be checked a few weeks in advance of the contest and if supply is low, .additional forms

By-Laws of the Sunrise Trail Division, NER, NMRA as revised through 2004

should be reproduced. NMRA Achievement Award Judging forms should be secured from the Achievement Chairman.

On the day of the contest, signs should be posted to show the location of the contest. The Chairman or his assistant should check out each form to insure accuracy and completeness, especially if the entrant requires Achievement Award judging. Each entry should be logged in and given a number and the entrant given a receipt that he will have to show to pick up his model after the contest. The Chairman should make sure the entrant's name does not appear on the model, photo or judges sheet. The Chairman should assist the entrant in placing his entry for judging. It will be up to the judges to have either open or closed judging. Gloves should be available for the judges to handle entries.

When judging is completed, the Chairman will tally up all points and make a list of all winners in each category. He will assist the judges in determining who wins the "Lapadula Trophy" for the most innovative model, if there is one at the Fall Convention. He will announce all winners at the appropriate time and present the awards. The award for best in the show, the "Rothberg Trophy," will be the last to be announced. He will have the winner's names engraved on the detachable plaques of the two trophies and sent to them. The Chairman will supply the list of winners to the Cannon Ball Editor for publication. He or she will write articles about the contest to generate interest.

- O) Achievement Award Chairman** -- Helps STD members complete all paperwork. Checks it for completeness and to verify that all documentation requirements have been met. Keeps an adequate supply of forms to give to interested persons. Signs off on "Statement of Qualifications" and other paperwork. The AP Chairman will announce the Achievement Merit Award winners at the Spring Convention Banquet. Submits completed paperwork and signed judging forms to NER AP Chairman for issuance of Merit Award Certificates. Keeps records of pending and awarded AP and Merit Award Certificates.

Reports AP activity at BOD Meetings. Participates in Merit Award judging and appoints judges for Merit Award judging at STD contests and home visits. Receives Achievement and Merit Award Certificates from NER Achievement Chairman and arranges for their presentation. Publicizes AP Program in Cannon Ball and clinics. Answers members' questions about the program.

- P) Clinic Chairman** -- Recruits clinicians for STD Conventions. Communicates with clinicians prior to Conventions to ascertain scheduling preferences and what their other needs are to conduct their clinics. Writes up clinic schedule for each event and submits it to Cannon Ball. At Conventions, posts clinic schedule and signs directing attendees to clinic rooms. Prepares clinic rooms for clinicians. Announces that clinics are to take place. Sends thank you to each clinician.

- Q) Publicity Chairman** -- Sees that all STD meets and events are publicized in all media, such as model magazines, local and regional newspapers, TV, radio and flyers for hobby shops and other clubs shows. Makes sure press releases are sent out at least 3-1/2 months prior to event. Contacts event chairmen well in advance to get information to publicize. .." .., , .

- R) Club Coordinator Chairman** -- Keeps in contact with all clubs in the STD area, Writes articles for Cannon Ball about club happenings and encourages clubs to write articles for Cannon Ball. Produces a yearly list in January, to be given to the President, of all known clubs in STD's area, listing location, open houses, addresses, persons to contact and telephone numbers. Asks permission from clubs to publish this list.

- S) Rolling Meet Chairman** -- Selects a place to visit, such as a bus trip or club or home layout visits. Presents his or her plans to STD BOD for approval. Makes all arrangements with bus company, clubs, home layout owners and other places to visit, including costs. Sets prices with BOD approval. Supplies particulars of event to Publicity Chairman and Cannon Ball editor. Accompanies trip or assigns a knowledgeable person to make sure trip is a success.

- 2. Grievance Procedure.** If the Board of Directors determines that another Board Member is not satisfying his duty, such as poor attendance at Board and/or General Meetings or non-performance of other duties,

By-Laws of the Sunrise Trail Division, NER, NMRA as revised through 2004

he may be brought up on charges by a 2/3 secret ballot vote of the BOD present at a Board Meeting (not including the member brought up on charges.) The charged person may then present his case at the next regularly scheduled Board Meeting. If the Board "determines that the member still has not performed his duties, they may be dropped from the Board by a 2/3 secret ballot vote of the BOD (not including the member brought up on charges.)

3. **All Constitutional changes and By-law changes** and/or amendments and/or additions shall be on the same ballot.
4. **All existing Sunrise Trail Division members**, who are not NMRA members, will have until the expiration of their current Sunrise Trail Division membership to become NMRA members. If they don't comply; they will be dropped from Sunrise Trail membership. Lifetime Sunrise Trail members must comply within two years from the approval of these revised By-laws. They will have the option of continuing their subscription for life to the Cannon Ball or having a prorated amount of their money returned to them.
5. **NMRA membership** will be verified annually and STD members not complying will be dropped at the next annual meeting.