

**BY-LAWS of the CENTRAL NEW YORK DIVISION,  
NORTHEASTERN REGION of the  
NATIONAL MODEL RAILROAD ASSOCIATION, INC.**

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**I. Office**

The principal office of the Division shall be in the village of Clockville, County of Madison, State of New York and the name of the resident agent in charge thereof is Jim Heidt, P.O. Box 25, Clockville, New York 13043

**II. Authority**

The authority for these By-Laws is derived from the Constitution of the Central New York Division, the By-Laws of the Northeastern Region (NER) and the Regulations of the National Model Railroad Association (NMRA)

**III. Division Officers and Other Officials**

A. Elected Officers. Division Officers shall consist of the elected positions of Superintendent, Assistant Superintendent, Chief Clerk and Paymaster. The term of office for these Elected Officers shall be for a period of about one year commencing at the conclusion of the election of Division Officers at the annual business meeting and continuing until the conclusion of the election of Division Officers at the annual business meeting the following year. There is no limit to the number of terms a member may hold an elected position. All balloting for elected positions will be in accordance with the procedures stated in the constitution. The Assistant Superintendent is the only elected officer that may hold an Appointed Officials position.

1. Superintendent. In addition to duties imposed by the Division Constitution, the Superintendent is responsible for conduction the Annual Business Meeting, all General Membership Meetings and Board of Directors Meetings. The Superintendent shall appoint successors to vacancies in the other offices to serve until one is elected to serve the remainder of the term as provided in the Division Constitution. They shall have final approval of all appointed positions and shall have the power to appoint regular members to lead special projects or committees.
2. Assistant Superintendent. The Assistant Superintendent shall assist the Superintendent, shall preside for the Superintendent in his absence and shall assume the office of Superintendent for the interim should it be vacated, so serving until a new Superintendent is elected as provided in the Division constitution. In addition, the Assistant Superintendent shall take the minutes of all meetings from which the Chief Clerk is absent.
3. Chief Clerk. The Chief Clerk shall take the minutes at the Annual business Meeting, all General Membership Meetings and Board of Directors Meetings. They shall maintain the mailing list of the Division membership and each member's standing. A listing of all currently authorized committees and their members shall be maintained by the Clerk and be presented to any regular

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member of the Division upon request at any Annual Business, General Membership, or Board of Directors meeting. The Chief Clerk shall also prepare and forward the annual NMRA Division report of activities and membership for the preceding year as required by the Northeastern Region of the NMRA.

4. Paymaster. The Paymaster shall receive all raffle and function proceeds, shall keep a true account of all funds received and disbursed, shall render a proper accounting of the Division's finances at the Annual business Meeting and as directed by the Superintendent.
- B. Appointed Officials. The Superintendent shall appoint regular members in good standing to the positions of NMRA Achievement Program Representative, "Red Markers" Editor, Division clinic Coordinator, Member Aid Chairperson and Division Webmaster. All Appointed Officials positions shall be filled and announced at the next General Membership Meeting following the Annual Business Meeting.
  1. NMRA Achievement Program Representative. The NMRA Achievement Program Representative is responsible for maintaining all Achievement Program (AP) records for the Division and shall provide all required AP documents to the NER and NMRA organizations. They will also provide NMRA certified judges for the purpose of judging models for NMRA AP credit.
  2. "Red Markers" Editor. The "Red Markers" Editor is responsible for publishing the Division's official publication following the procedures described in the Division Constitution.
  3. Division Clinic Coordinator. The Division clinic coordinator is responsible for planning all clinics offered at Division meetings and special events.
  4. Member Aid Chairperson. The duties of the Member Aid Chairperson include promoting the hobby of model railroading, encouraging membership in the NMRA, soliciting and maintaining a group of volunteer members to serve in assisting members with model railroad related questions and introducing members with model railroad related questions to volunteers with experience on the subject of the question.
  5. Division Webmaster. The Division Webmaster is responsible for maintaining the division's presence on the World Wide Web (WWW). This includes the CNY Division, NER regional and NMRA national web pages. The Division Webmaster may at their discretion, and with the approval of the Superintendent, appoint an Assistant Webmaster to act in their behalf.
  6. MOW Award Committee. The annual Maintenance of Way Service (MOW) Award committee has been established and

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consists of past recipients. Each recipient of the MOW award becomes a life member of the MOW Award Committee. The committee shall be responsible for determining the recipient of the award each year. The committee will be chaired each year by the previous year's recipient, with any additional help as (or if) necessary from volunteer executive officers of the division. The Superintendent, or their delegate, will oversee the process and coordinate any meetings of the MOW Award Committee, but will not take part in a vote, even if they are a past MOW Award recipient, unless:

- a) Only two committee members are available at the time of the decision.
  - b) If rendering a proxy.
  - c) If the committee's decision is ever evenly split.
7. Division Storekeeper. The Division Storekeeper is responsible for inventorying and maintaining all Division real property and shall provide an accounting of this property to the Superintendent annually or whenever requested by the Superintendent or their delegate.
- C. Board of Directors. The Division Board of Directors shall consist of all Elected Officers, most recent Past Superintendent, Appointed Officials, and those members invited by the Superintendent that have been assigned to committees. Meetings of the Board of Directors shall be called and chaired by the Superintendent. No decisions of the Board of Directors shall become binding on the Regular Membership until approved by a simple majority of the regular members present at an appropriate meeting. A member of the Board of Directors has only one vote at a Board meeting, Annual Business meeting or General Membership meeting.
1. Past Superintendent. The most recent Past Superintendent provides continuity of the Board of Directors and is also responsible for the planning and coordination of the Division's presence at local and regional model railroad shows, exhibitions, and special events within the boundaries of the Division.
  2. Committees. Committees can be created for the purpose of, but not limited to, planning for regional or national conventions hosted by the Division, preparation of the Division calendar, review and revision of the Division's Constitution and/or By-Laws or any other purpose as needed. The Superintendent shall create Committees as needed and shall appoint Committee Chairpersons as required. The Superintendent shall also disband committees and dismiss members as necessary and require reports from the committee chairs as necessary.

#### **IV. Membership**

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In order to properly execute the stated purpose of the Division, as prescribed by the Division Constitution, individuals who are not members of the National Model Railroad Association, Inc., (hereafter NMRA) may be invited to Division meetings in accordance with the policy of the NMRA for the finite and restricted invitation to attend NMRA, regional, and/or divisional meetings and functions as non-members of the NMRA. By inviting people to our meetings, we hope to expose them to the fun, fellowship and education of the NMRA on our local level. Certain activities such as attending Division meetings after the permissible period for non-member attendance pursuant to NMRA policy, voting for and holding office, and participating in the contests and the NMRA's Achievement Program require current NMRA membership.

## **V. Dues and Other Income**

- A. No dues shall be assessed members of the Division.
- B. The Division may hold a raffle at any Annual Business Meeting or General Membership Meeting desired in order to offset the loss of income normally gained from the assessment of Dues.
  1. Items to be raffled shall in general be donated by the membership or other individuals or organizations wishing to support the Division. Items donated for the raffle may instead be held for sale at the Division Auction or placed in a collection of items available to the membership at no cost.
  2. Members and guests may purchase any quantity of raffle tickets, valid only for the meeting during which they were purchased. All monies collected shall be turned over to the Paymaster for a full and proper accounting.
  3. Each Division member in attendance shall receive one raffle ticket at no cost provided they are displaying their Division name badge and have purchased at least one additional raffle ticket.

## **VI. Quorum**

A quorum shall constitute those members of the Division at a meeting, after having a meeting announcement notice posted, or those members which return a mailed ballot within the prescribed time limit.

## **VII. Programs**

The Division may create programs for the purpose of educating the public about the hobby of model railroading; recognize individual members of the Division for their contributions to the Division and its causes, or for any other purpose deemed appropriate. Any program supported or funded by the Division must be approved by the Board of Directors and a simple majority of Regular Members present at a general or annual business meeting of the Division. Any programs developed and intended to be of a recurring, long-term nature shall be documented in the Division By-Laws.

- A. MOW Award. The MOW Award, instituted in 2001, is presented each year to a division member who has demonstrated Exemplary Service to

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our Central New York Division, in any way, past or present. The award itself is held by the recipient for the year term in which it is given, until awarded the following year to the new winner. Each recipient, nominated by any division member, and then chosen from the nominations by the MOW Award Committee, is not eligible to receive the award a second time. The award was instituted so as to recognize those members who have given of themselves to the Division for the benefit of the entire membership.

1. The recipient shall be chosen from the regular membership of the Central New York division.
2. The majority decision must be made by a minimum of three committee members prior to the presentation of the award at the annual mid-summer division (picnic) meeting. The presentation of the award shall be made by either
  - a. The previous year's recipient
  - b. Any of the members of the award committee
  - c. The current division officer presiding at the mid-summer/picnic meeting (in attendance)
3. All division members are encouraged to make nominations for this award during the first three months of every year, from January 1<sup>st</sup> through March 31<sup>st</sup>. This may be done by postal mail, E-mail or in person to the current Superintendent, to any past award recipient (member of the MOW Award Committee who is a current member of the division), or to the current committee chair. Your E-mail must include a contact telephone number so the committee can call and verify the nomination if necessary.) Submit your choice from among the division membership, along with your reason(s) for the nomination and place in an envelope, along with your name as the nominator.
  - a) Once any division member has been nominated and that nomination has been validated, any further nominations received for the same person shall be considered extraneous. The MOW Award Committee shall not interpret multiple nominations for any one individual as votes, popular or otherwise. All award recipients are judge solely on and by the merits listed above.
  - b) Validation requires both the nominator and nominee be Division members in good standing and that any contact by email or post to the Committee (for the purpose of proposing a MOW Award candidate) can be verified by phone or in person if necessary.
4. It will be necessary for all past recipients to take part in the process with a majority decision. However, if such duties are taxing due to job or family obligations, other responsibilities,

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health or any limiting situation, the vote may be cast by proxy. All proxies must be signed by the committee member, passing said vote to and current Division Officer.

5. If it should occur that any person nominated is a current Division officer and otherwise eligible to serve(if necessary) on the MOW Award Committee, that nomination shall release them from such voting service and/or duties. Therefore, No current nominee shall serve on the MOW Award Committee during the time of nomination and voting. (January through August.) Only those officers, free of any current nomination, shall be considered for such duty, if and when needed.

B. Tool Loan Program. The Division will from time to time us Division funds to purchase model railroading related tools and assembly jigs for the benefit of all Division members in good standing. The inventorying and maintenance of these tools and the administration of this program shall be the responsibility of the Division Storekeeper.

1. Tool Loan Eligibility. Only Division members in good standing are eligible for this program.
2. Tool Loan Period. The loan period shall begin at the Division meeting where the member receives the tools and extend until the next scheduled Division meeting when the tools must be returned regardless of whether the next scheduled meeting is held, cancelled or rescheduled. It is the responsibility of the Division member to return the tools on time to then division Storekeeper. If the member requires the use of the tools for an another loan period they shall place their name on the waiting list for the tool requested.
3. Tool Loan Waiting List. A waiting list shall be created for each of the various sets of tools so that Division members can place their name in a first come, first served order for the use of the requested tools. If the member requires the use of a tool set for an additional loan period they shall place their name on the next available spot on the Tool Loan Waiting List. If there is no other member waiting to use the requested tool set the member may sign out the tool set for another consecutive Tool Loan Period.
4. Tool Loan Agreement. Before a member can take possession of a tool set, they must sign a Tool Loan Agreement and provide any Tool consumption and Usage Fee.
5. Tool Consumption and Usage Fee. Since some tools will have a finite life because they are consumed by actions such as, but not limited to, filing, cutting, etc. the Division Storekeeper may assess a Tool Consumption and Usage Fee so that replacement tools may be purchased as existing tools are consumed. This

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Tool Consumption and Usage Fee may also be assessed for tools not prone to consumption in order that additional tool sets may be purchased in the future. All Tool Consumption and Usage Fees established by the Division Storekeeper shall be approved by the Division Superintendent. The Division Storekeeper shall turn over to the Division Paymaster all fees collected and expenditures made in support of the Tool Loan Program for a full and proper Accounting.

**VIII.    *Amendment to the By-Laws***

Amendments to these By-Laws shall follow the procedures described in the Division constitution.

Amended April 4, 2016