

Preston Model Railway Society

Club By-Laws – Updated February 6, 2017

It is a responsibility of the members of Preston Model Railway Society (the Club) to establish by-laws, policies and practices relating to the Club, its members, prospective members, visitors, guests and our hosts. It is especially important that the Club provide for the safety and enjoyment of all persons on Club premises. A copy of these by-laws is given to all members and prospective members.

Towards this end, the Club has established by-laws and policies under these subheadings:

1. Organization
2. Membership Categories and Requirements
3. Dues
4. Member Entitlements
5. Safety
6. Financial

These by-laws and policies have been reviewed and approved at a duly convened meeting of the Preston Model Railway Society on February 13, 2012 and recorded in the minutes of that meeting.

Chair

Secretary

1. Organization

1) The Club will have the following positions and committee(s):

a) Club Executive

- i) President (Conductor)
- ii) Treasurer (Paymaster)
- iii) Secretary (Clerk)

b) Benevolent Committee (see Benevolent Membership)

c) Safety Officer (see Safety)

d) **Quorum:** A quorum for purposes of meetings and decisions is defined as 6 (six) members.

2) Qualifications

Members holding the above positions must be and remain members in good standing, meet the requirements for Regular Membership, and a minimum of 19 years of age.

2. Membership

Classes and requirements of membership

a) NMRA membership

The Club wishes to support the activities of the National Model Railroaders Association (NMRA) and be able to access their low-cost Liability Insurance. Trinity Village Care Centre has stipulated that The Club maintain liability insurance as a condition for our use of our space. Access to the NMRA Liability Insurance is available only to clubs with 100% NMRA membership. It is therefore a requirement that all members, regardless of the class of membership, must also be members of the NMRA and submit proof of that membership annually or when requested to do so by the Treasurer.

b) Regular Membership

The term Regular Membership refers to those individual members, 19 years of age and older, who have successfully passed their Probationary Membership and through a vote by the members of The Club at a properly convened meeting have been granted full access to the club and all of the benefits of club membership. All Regular Members have the right to participate in club meetings, vote on issues, and hold office.

c) Junior Membership

This membership applies to individuals who are a minimum of 14 years old but have not as yet attained 19 years of age. Junior members must complete a Probationary Membership as defined below. Upon successful completion of the Probationary Membership and through a vote by the members of The Club at a properly convened meeting the individual will be granted full access to the club and all of the benefits of Regular Membership *on condition that they are not present at the club without appropriate supervision*. Appropriate supervision is defined as supervision by a parent of the Junior Member or by any Regular Member of The Club, who must be present during the full time of the Junior Member's presence at The Club. Upon attainment of 19 years of age the Junior Member will automatically become a Regular Member.

d) Probationary Membership

This membership applies to those individuals who wish to apply for membership of The Club and who are new to The Club. The 'probationary period' is normally for three months but can be extended at the pleasure of The Club members. Probationary Members do not have full access to the club and their attendance is restricted to the times when one or more Regular Members are present.

Individuals expressing an interest in joining the club who are not members of NMRA must apply for NMRA membership immediately and provide evidence of doing so to The Club Treasurer. No dues will be payable during the first month of the Probationary Membership and full dues will be payable thereafter.

During the months of July and August Probationary Members will be considered as 'visitors' with the Probationary Membership applicable during the other months of the year.

e) Family Membership

Family Membership applies only in those instances where members hold a Family Membership with NMRA Canada or have applied for such membership for the current year. As at January 30, 2012, NMRA Canada defines Family Membership as "Spouse or Minor child of [a] member in good standing." Each adult Family Member has all of the benefits and rights of Regular Membership. Children must be a minimum of 14 years old and will be considered Junior Members until they reach the age of 19 years.

f) Benevolent Membership

For all intents and purposes this is a Regular Membership. The individual's financial situation may have changed and be such that they are unable to continue paying regular club dues and as a result may have to retire from The Club. At the discretion of the Benevolent Committee (made up of the President and Treasurer) other dues arrangements can be made such that no dues or partial dues may be required for any length of time decided upon. This arrangement must be held as confidential between the Benevolent Committee and the individual concerned and the member shall continue with all the rights and benefits of Regular Membership.

g) Honorary Membership

This class of membership may be granted by The Club members to those individuals who have provided distinguished service and assistance to The Club. The member shall have all the rights and benefits of Regular Membership.

3. Dues

- a) Dues are determined by the membership of The Club and may change from time to time as determined by vote at a properly convened meeting. Dues are payable in advance to the Treasurer.
- b) As at January 30, 2012 the dues structure is as follows:
 - i) Regular Member - \$30.00 per month
 - ii) Junior Member - \$30.00 per month
 - iii) Probationary Member - \$30.00 per month – limited as set out under that definition of membership
 - iv) Family Member - \$45.00 per month per family.
 - v) Benevolent Member – as determined by the Benevolent Committee on an individual basis
 - vi) Honorary Membership – no dues payable

4. Member Entitlements and Expectations

a) Requirements for members

i) NMRA Membership

As set out in 1(a) above it is a requirement that all members, regardless of class of membership, must hold up-to-date membership in the NMRA.

ii) Treatment of other members, guests, and visitors

All members, guests, visitors and employees of Trinity Village Care Centre must be treated with respect and dignity without regard to gender, sexual orientation, race, religion, beliefs, etc. “One should treat others as one would like others to treat oneself.”

iii) Treatment of property

All property whether it be owned by the club or individual club members shall be treated carefully as if it belonged to you. Any damage to property other than your own should be reported to the owner and an offer of compensation or repair made by the individual if it is your fault that the property was damaged.

iv) Participation in club activities

It is expected that all members of The Club will participate as much as possible in club activities such as open houses, fundraising activities, meetings, operations nights, layout building and maintenance, cleaning and maintenance of Club premises, manning train show exhibits, etc.

b) Definition of ‘Member in good standing’

To be a member in good standing requires that an individual be up-to-date with their dues and membership in NMRA and follow all club policies and procedures.

c) Dues arrears

As outlined in 2(a) above, dues are payable in advance. Any difficulties in paying dues should be discussed with the Treasurer. The Treasurer shall notify the Club Executive of any members who are three months or more in arrears.

d) Termination of membership

i) Involuntary Termination

It may be determined that an individual's membership should be revoked in certain situations. Without limiting the causes this could be for such matters as failure to pay dues, failure to abide by the by-laws, policies and any other rules of The Club, inappropriate behaviour, refusal to obtain NMRA membership, etc.

The need for imposing an involuntary termination of a member is very serious and will be reviewed by Club Executive and discussed with the member. If it is felt by the Club Executive that termination of membership is the appropriate course of action, then the matter will be brought to the membership for a decision. A 2/3 majority vote of meeting participants is required to terminate membership. The member in question is entitled to sufficient advance notice of any meeting where this is to be brought to the membership and will be provided an opportunity to speak on his/her behalf prior to such a vote.

ii) Voluntary Termination

Members are permitted to withdraw their membership. It is expected that they will provide a reason for doing so. Where a member in good standing withdraws their membership they shall be entitled for re-instatement as a Regular Member at a future date without the requirement of undergoing Probationary Membership.

e) Access to the Club

i) Access to the Club is from 7:00 a.m. to 11:00 p.m. daily. No Club members or guests are allowed to be present after 11:00 p.m.

ii) Access to the Club is through the designated Club entrance only. Do not use other entrances of Trinity Village Care Centre. All members are required to log in and out using the book provided and to use the hand sanitizer provided at the sign-in book upon entering and leaving the building.

iii) Parking

Please park in designated areas only. Currently this includes the staff parking lot near the club entrance or other spaces for public parking. Do not block the bus or other vehicles belonging to TVCC and respect all signage.

iv) Keys

Keys are granted to all members other than Probationary Members and will provide access to the Club through the designated Club entrance. All keys remain the property of The Club and must be returned when requested. The same key is used to unlock the Club locker space and turn on the electrical power at the panel. Members are required to provide an \$8.00 deposit for keys which amount will be returned to the individual upon return of their key to the Club.

v) Identification Badges

Badges should be worn for open houses and anytime members use facilities of Trinity Village Care Centre other than the club area (such as the cafeteria, etc.).

f) Guests/Visitors

i) All guests and visitors are required to log in and out of the home and to use hand sanitizer when entering and leaving the building.

ii) Member Sponsored

From time to time Club members may bring guests into the Club to visit our layouts. The member who is sponsoring the visitor is responsible for that visitor and any damage that may be caused by the visitor. Visitors may be allowed to operate trains under the supervision of the sponsoring member. In instances where the same individual frequently attends as a visitor to be able to run trains they should be discouraged from doing so unless they wish to apply for a membership.

iii) Group Visits

The Club is approached from time to time to host group visits. This could be from a Scouting Group, another club, Trinity Village Care Centre, etc. As much as possible the Club will attempt to host these types of visits. Depending on the type of group visiting, The Club may require appropriate supervision be provided by the Group i.e. Scouting Leaders supervising their groups, TVCC volunteers/staff supervising residents of the Centre, etc.

iv) Scheduled Open Houses

From time to time the Club may hold an open house available to the general public or to invited guests. An example would be participation in the DoubleHeaders Tour, open houses in support of TVCC open houses, potential member orientation, etc. During these open houses it is expected that club members will be available to run trains and in general act as hosts.

v) Ownership of engines, rolling stock, buildings, scenery, track, etc.

- (1) All engines, rolling stock, vehicles, building materials, buildings and tools will remain the property of the club member.
- (2) All items permanently fastened to the layouts, including scenery, track, and club purchased items shall remain the property of the club.

vi) Layout modifications

All modifications (including additions) to mainline track, must receive prior approval of The Club.

5. Safety

The safety of club members and visitors is paramount at all times. We must follow all requirements of Trinity Village Care Centre regarding their safety committee, Fire Department and Health Department inspectors, and any other requirements that may be made by TVCC.

- a) The Club will appoint a Safety Officer who shall oversee adherence to this section of our policies and make any recommendations to The Club regarding safety as they may determine from time to time. Members are to report any unsafe conditions to the Safety Officer as soon as possible.
- b) Procedures will be posted with copies to all members for Fire Exit Procedures and Last Person to Leave Procedures. These procedures should be reviewed on a regular basis, at least annually.
- c) General
 - i) Aisles are to be kept clear for fire exit requirements.
 - ii) Members are to keep premises tidy and clean. This includes vacuuming/sweeping up and putting away of materials after construction, scenery, etc. When garbage is full please take out the bags to the dumpster.

- iii) Members should wear appropriate protection such as safety glasses when using tools, machinery, etc. Appropriate guards are to be maintained on any machinery such as saws, sanders, etc. and members are to follow safety instructions contained in any manuals belonging to the equipment.

6. Financial

a) Club bank account

The Club will maintain a bank account to be used by the Treasurer.

i) Minimum balance requirement

The Treasurer shall ensure that the Club maintains a minimum balance of \$1200.00 in the Club's chequing account and notify the other Club Executive if this is not the case.

ii) Signing officers

Signing officers of the account shall be the President, Treasurer and Secretary, two of which must sign together.

b) Expenditures

- i) All expenditures greater than \$200 require prior club approval. Purchases are to come primarily from a 'Wish List' to be posted at The Club.

Appendices

Fire Exit Procedures

Last Person to Leave Procedures

NMRA Application Form

Fire Exit Procedures

Preston Model Railway Society

Upon Discovery of Fire:

- Ensure all other club members and guests are aware of the fire by shouting “Fire!” three times.
- Activate the nearest fire alarm pull station to notify building occupants.
- Then you may attempt to put out the fire if it is small and you have activated the fire alarm. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door(s) and evacuate.
- Leave the fire area immediately and exit the building.
- When safe to do so, designate one person to advise TVCC staff of details.
- Continue with procedures outlined in the following section.

Upon Hearing Fire Alarm, Evacuation is Mandatory

- Leave the building immediately via nearest exit or stairwell exit.
- Make sure hazardous equipment (saws, sanders, etc.) is shut off.
- Guests will be unfamiliar with our fire procedures. Please ensure that all guests are escorted from the building.
- Close all doors behind you.

Do Not Use Elevators

Meeting Area:

- All members are to meet outside, in the southeast corner of our parking area. (Where the bus is usually parked).
- Regardless of which exit route is taken, all club members and guests are to report and stay at our designated meeting area.
- No one is to leave this area until all members and guests are accounted for.

Sign-in Books and Special Instructions:

- If possible, all active sign-in sheets are to be picked up on the way out of the building in order that we may verify that club members and guests have been safely evacuated.
- If possible, HO-scale club members are responsible for picking up the guest sign-in book and escorting all guests out the north fire exit near our pop machine, or the nearest safe exit. Verify that no members or guests are in the workroom/storage area.
- If possible, N-scale club members will leave using the east exit (our normal entrance near the laundry area) and pick up the sign-in book located at that entrance. Verify that no members or guests are in the washroom and notify any TVCC staff in the laundry area.

If You Encounter Heavy Smoke:

- Use an alternate exit. If none are usable, return or stay in your area.
- Call 9-1-1 and await further instructions.

Exits, Alarm Pull Stations, Telephone, Fire Extinguishers:

- Exits are located at both ends of the basement area occupied by the Train Club.
- The north exit #1 is near the pop machine at the east end of the HO layout area. There is a fire alarm **pull station** at this doorway. Persons using this exit must go up the stairs and out the door directly in front, and proceed to our meeting area.
- The east exit #2 is our normal entrance and exit for the club area. There is a fire alarm **pull station** located at the outside exit door. Proceed up the outside stairway if safe to do so. Alternate exits are located in the laundry area.
- A **telephone** is located in the laundry area beside the elevators. You do not need to dial '9' for an outside line. Just push the button beside one of the lines (line 1, 2, 3, 4) and dial normally. The TVCC contact is the Nurse Manager whose number is posted on a phone list next to the telephone.
- **Fire extinguishers** are located at exit #1 above, and on the wall near the exhaust fan at the west end of the basement area.

General Instructions:

Do NOT return until it is declared safe to do so by the fire official. Your safety is the primary concern. Report the fire first. Do not attempt to extinguish the fire unless you feel you can do so safely, and always leave yourself a direct path to an exit so you do not become trapped. If your travel is hampered by smoke, stay low to the floor and move away from the fire. If you cannot leave an area safely, stay in your area, seal all cracks by which smoke can enter and call for help by signalling or telephoning.

Once we have confirmed that all guests and members have been accounted for, we must send two people to the front desk to confirm our safe evacuation, to receive any further instructions and offer our assistance to TVCC staff. If we can be of assistance, then it is up to individuals to volunteer if they wish, however it is not expected that any person should put themselves in harms way.

Persons with disabilities requiring assistance should arrange for a "buddy" to help in evacuation.

It is a responsibility of all PMRS Club members to be familiar with these procedures, and following them when required.

A copy of these procedures is provided to all current and new members and is posted on our bulletin board.

Confirmed and passed at a duly convened meeting February 13, 2012. Reviewed annually.

David Bird, President

Edward Howes, Secretary

Last Person to Leave Procedures

The last person to leave The Club shall ensure that the following has been carried out.

1. Turn off power bar at computer table
2. Unplug all power cords from saws and other tools
3. Ensure guards are on tools/equipment and correct any other potentially unsafe conditions
4. Lock the storage area
5. Ensure aisles and emergency exits are clear
6. Turn off master switch on layout electrical panel
7. Turn out lights at doorway
8. Verify from sign-in book that everyone has left

NMRA Application Form

For the latest application form, go to NMRA Canada at the website below. This provides an on-line registration form. (Do not use the application at NMRA.org as this is for United States members.)

<http://www.nfr-nmra.org>