

# SOUTH JERSEY GARDEN RAILROAD SOCIETY

## BY-LAWS

### CLUB OFFICERS

#### Elected Officers

President, Vice-President – The president may hold office for two consecutive years only.

#### Executive Committee

President, Vice President, Show Coordinator, Contact/Newsletter Editor, Treasurer, Equipment Manager, Sunshine person, Cartographer, Webmaster.

#### Volunteer Positions

Webmaster, Sunshine Person, Equipment Manager, Contact/Newsletter Editor, Treasurer, Historian/Cartographer. Volunteers may hold office until such time they wish to step-down.

### MEMBERSHIP

Dues are collected each January. \$15/family entitles members to monthly newsletters, show information and sharing of events via announcements and handouts, annual directory and SJGRS By-Laws.

New members are sent a package which includes the above items as well as a map book, name tags, and handouts regarding railroad information.

Members who do not pay their dues by January 31<sup>st</sup> each year are dropped from the books and do not receive further monthly newsletters.

SJGRS welcomes members from any location. Motion to accept members no matter where they reside was voted on and passed 4/19/98.

### BUSINESS MEETINGS

Meetings are scheduled monthly either in members homes or a designated area chosen by the host member and/or several family members. Luncheon and enjoying the hosts trains or layouts begin at 1pm or at a time designated by the host. The President will call the business meeting to order at 2pm or a time convenient to the host. The Vice President will conduct the meeting in the absence of the President. If a member would like to present a workshop or information they must contact the host so that preparations can be made to accommodate their equipment and time allotment.

### SCHEDULING A MEETING

A schedule of meetings and events are coordinated by the contact person each December/January. Members who wish to host a meeting during an upcoming year must let the contact person know which month/day. Calendar of events will be printed in each monthly newsletter. Dates are subject to change but host must let the Contact Person know in advance to let members change their calendars.

### OPEN HOUSES

Members are encouraged to host open houses to introduce our hobby and to share their layouts with friends, family and interested railroaders.

### MEETING ATTENDANCE POLICY

Members must contact the host family or families if they plan to ATTEND a meeting. No need to call if you are not attending.

### PURCHASES

All purchases **must be approved by motion** at a business meeting. **BEFORE** the purchase is made. The member will be reimbursed by the treasurer. They must present a receipt.

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### 50/50 DRAWING

In order to keep money coming into our treasury, 50/50 tickets are sold at each meeting. Cost is \$1/ticket. Members may also donate items to be won after the initial 50/50 drawing.

### CLUB SHIRTS/JACKETS, HATS

Club shirts, jackets and hats may be ordered through the treasurer. All items will have the SJGRS Logo.

### NAME TAGS/BUSINESS CARDS

Name Tags and business cards are provided by the Contact Person. When you need cards (your name and phone number can be included on back) order them from the Contact Person.

### WEB PAGE/FACE BOOK

SJGRS has a webmaster and an informative up-to-date web page. Go to [www.trainweb.org/sjgrs](http://www.trainweb.org/sjgrs) to check it out. To join SJGRS Face Book contact the Web-Master for information.

### EQUIPMENT

Show equipment is housed in the SJGRS trailer at the Equipment Managers home. The Equipment Manager keeps an inventory of items. A written request would be required from members to borrow club-owned train, equipment, supplies, track, accessories, structures, etc. The request should include, but not be limited to the list of items, length of use, and the location where the items will be used. The borrower is responsible for pick-up, return and repair of items or replacement if damaged and not repairable. This request would be sent to the President or Treasurer. The request would then be presented to the members at a meeting for discussion and a vote. If the request is approved, it will be the responsibility of the member requesting the items to make the arrangements with the appropriate members of the Executive Committee.

### SJGRS TRAILER-MILEAGE

Members hauling the trailer are entitled to mileage reimbursement. A motion was made and approved to reimburse the driver hauling the trailer to events for cost of transporting the trailer. This includes actual cost of gas, tolls and parking. Driver must submit a voucher to the treasurer for reimbursement. Motion approved 4/10/05.

### SHOW PARTICIPATION AND REGULATIONS

Each January the club votes on which events it will participate in during the year. The Show Coordinator will plan a calendar of events to make certain shows are not overlapping or being held too close together. Additional club sponsored events may be added at any time during the year after a vote has been taken and approval given. Individual members (or a group of members) can choose to support a non club-sponsored event. If they want to make use of the trailer and club items (see Equipment Manager for details) it is their responsibility to arrange for a driver to pick up the trailer and return it to the Equipment Manager after the event. Mileage cannot be requested for a non-club event. Approved by unanimous vote 1/14/07. The club does not pay for food purchased by members working the shows. Members bringing modules and/or items to display at shows will do so without reimbursement. SJGRS operates shows on a volunteer basis except for the Equipment Manager or his designee hauling the trailer.

