

**BY-LAWS**  
*Of the*  
**LONG ISLAND GARDEN RAILWAY SOCIETY, INC.**

**PREAMBLE**

This is a not-for-profit Corporation, duly organized and constituted under the laws of the State of New York and known as the “Long Island Garden Railway Society, Inc.” The purpose of the organization is to promote the hobby of garden railroading and large-scale indoor model railroading. One of the ways that the hobby is promoted is through participation in various public exhibitions. LIGRS is both a forum for knowledge and a social fellowship where members have fun and share experiences and ideas relating to all aspects of the hobby.

**ARTICLE I - MEMBERSHIP**

**Section 1:** The categories of membership shall be Individual, Family, Lifetime and Honorary.

**Section 2:** Individual membership shall mean those persons who are over the age of 18 years, have paid their dues, are able to hold office and/or appointed positions.

**Section 3:** Family membership shall mean each additional person residing within the same household as the Individual Member, as defined in Article I, Section 2 herein, who are over the age of 18 years and have paid their dues.

**Section 4:** Lifetime Membership shall mean any member, whether former or active, designated by the membership as a Lifetime Member in recognition of their outstanding service to the LIGRS. Such Lifetime Member shall be entitled to all the rights and privileges of an Individual Member, as defined in Article I, Section 2 herein, and shall be exempt from the payment of annual dues.

**Section 5:** Honorary membership shall be proposed by the Board of Directors with the approval of the membership, but does not entitle such Honorary members to vote, hold office or to be included in any count to determine a quorum.

**Section 6:** The membership period, for all current dues paying members, shall be for the calendar year ending on the last day of December. Membership is deemed to continue for all legitimate purposes of this organization until the last day of January of the following year.

**Section 7:** Current dues are payable by January 1<sup>st</sup>. First time members paying their dues on or after October 1<sup>st</sup> shall be considered as members of the current year as well as the following year. Dues payment must accompany all applications for membership.

**Section 8:** Members failing to pay their dues by January 31<sup>st</sup> of the following year shall be removed from the membership roll.

**Section 9:** Membership of any member may be revoked in accordance with Article V herein.

**Section 10:** Appropriate forms of Recognition may be awarded to deserving individual(s) at the discretion of the Board of Directors.

**ARTICLE II - MEETINGS**

**Section 1:** Business meetings shall be held to transact such business as necessary.

**Section 2:** A business meeting shall require a quorum of thirty five members in person or by written proxy.

**Section 3:** There shall be a minimum of two business meetings conducted each calendar year. One meeting shall provide for nominations of officers. The other meeting shall provide for the election of officers.

**Section 4:** Board of Directors Meetings shall be called at the discretion of the President or in his absence, the Vice President. All members are welcome to attend, but must notify the host of the meeting prior to attending.

**Section 5:** Other meetings shall be held at the discretion of the Board of Directors and may be business, informational, promotional and/or social in nature.

**Section 6:** Notification shall be published in the “*Smoke n’ Cinders*” newsletter prior to all meetings or by alternate means no less than ten (10) days prior to the meeting.

**Section 7:** The President shall chair all meetings. In the event of the President’s absence, the meeting shall be chaired in accordance with Article VI, Section 1 herein.

**Section 8:** A simple majority vote of the members present shall be required to pass a motion.

**ARTICLE III - FINANCE**

**Section 1:** The LIGRS Board of Directors will maintain the treasury and assets such that it does not drop below a minimum dollar amount per member or rise above a maximum dollar amount per member without corrective action by the Board of Directors. Minimum dollar and maximum dollar amounts will be proposed by the Board of Directors and approved by the membership at the annual Nomination Meeting.

**Section 2:** Dues shall be proposed by the Board of Directors and approved by the membership.

**Section 3:** The President may approve non-routine expenditures up to the amount of two hundred dollars (\$200.00) per circumstance.

**Section 4:** The Board of Directors may approve non-routine expenditures up to the amount of five hundred dollars (\$500.00) per circumstance.

**Section 5:** Any non-routine expenditure in excess of authorized limits as set forth in Article III Section 3 or 4 herein shall require approval of the membership. A motion for such expenditure shall be published in the “*Smoke n’ Cinders*” newsletter prior to the purchase of said property or service. A two thirds (2/3) majority of the members present at the next business meeting shall be required to carry such a motion

**Section 6:** When a member has an approved routine expenditure, the Treasurer shall reimburse that member for those expenses, upon presentation of the appropriate receipts for the expenditure. Such routine expenses include, but are not limited to: postage, envelopes, mailing labels, stationery, newsletter paper, rental fees for meeting places, deposits for annual LIGRS functions and fees for members who have hosted monthly meetings of the LIGRS.

## **ARTICLE IV - BALLOTING**

**Section 1:** Each individual, family and lifetime member shall have the right to vote and hold office provided they meet the criteria as set forth in Article I, Section 2, 3 or 4 herein. Such a member shall be entitled to one (1) vote.

**Section 2:** Nominations for elected officers shall be held on an annual basis. Candidates, nominated by the membership, who have agreed to serve as an officer if elected, shall be placed on the election ballot. The proposed slate of officers shall be published in the “*Smoke n’ Cinders*” newsletter preceding the Election Meeting. Only duly nominated candidates are eligible for election

**Section 3:** Members nominated must accept the nomination in person at the Nomination Meeting. If the nominee cannot attend that meeting he/she may accept the nomination in writing to the President. If the President is running for office that year, it will be sent to the Vice President (odd years - President, even years - Vice President).

**Section 4:** Voting shall be by LIGRS procedure according to Appendix C, Balloting Procedures. Ballots shall be provided to members in good standing prior to the Election Meeting.

**Section 5:** The preparation, distribution, collection, safekeeping and overseeing the ballot tally shall be the responsibility of the election committee who shall have been appointed by the President. Candidates may not serve on the election committee.

**Section 6:** Ballots may be mailed in prior to or presented in person to the Election Committee at the Election Meeting. All ballots must be received no later than 12 noon on the day of the Election Meeting.

**Section 7:** A simple majority of the ballots cast shall decide the winners.

**Section 8:** The President’s ballot shall be held aside and only opened and used for breaking a tie vote for the specific office that is tied.

**Section 9:** Election results shall be announced at the Election Meeting and published in the next issue of the “*Smoke ‘n Cinders*” newsletter following the election.

## **ARTICLE V - RECALL**

**Section 1:** The membership shall have the right to introduce, at any business meeting, a motion for recall of any officer or member for just cause.

**Section 2:** If sufficient cause exists, and a two-thirds (2/3) majority of the members present so vote, the motion to recall shall be published in the next “*Smoke n’ Cinders*” newsletter for action at the next business meeting.

**Section 3:** The motion for recall shall be the first order of business at the business meeting following said motion having been published in the “*Smoke n’ Cinders*” newsletter. First a motion to recall any office held shall be made and voted upon, then a second motion, if required, to recall membership shall be made and voted upon, unless the offending officer or member resigns their office and/or membership in writing to the Secretary, then no further action shall be taken under this article.

**Section 4:** If the motion to recall is put to a vote, and a two-thirds (2/3) majority of the members present so vote, the office shall be vacated and/or membership revoked.

**Section 5:** Any officer vacancy resulting from a recall action shall be filled in accordance with Article VI, Section 6 herein.

## **ARTICLE VI - OFFICERS**

**Section 1:** Elected offices of the Long Island Garden Railway Society, Inc. shall be:

- a. President
- b. Vice President
- c. Treasurer
- d. Membership Director
- e. Secretary
- f. Program Director
- g. Director(s) at Large

**Section 2:** The President, Secretary, Program Director and one-half (1/2) of the total Directors at Large shall be elected in even years. The Vice President, Treasurer, Membership Director and one-half (1/2) of the Directors at Large shall be elected in odd years.

**Section 3:** The term of office for elected officers shall be for a two (2) year period effective January 1<sup>st</sup> of the year following the election. In the event of an extenuating circumstance caused by another Article/Section herein, the term for a specific office may be increased or decreased by one (1) year in order to accommodate that circumstance. The President and Vice President shall not serve more than three (3) consecutive terms.

**Section 4:** A member shall not hold more than one office at any given time.

**Section 5:** The Board of Directors shall be comprised of the officers as shown in Article VI, Section 1 herein.

**Section 6:** In the event that the President is unable to complete the term of office, the Vice President shall succeed the President. In the event that one of the other elected officers is unable to complete their term of office, the President shall appoint a member in good standing to the unexpired term.

**Section 7:** Duties of officers and directors shall be shown in Appendix A of these By-Laws.

**Section 8:** The Vice President in the President’s absence shall chair all meetings of the Board of Directors. The presence of six (6) officers shall constitute a quorum for any Board of Directors meetings.

**Section 9:** Unless otherwise specified in another article, a simple majority vote of officers present at a Board of Directors meeting shall be required to pass a motion. The President shall abstain from voting unless there is a tie vote, and then the President shall cast the tie-breaking vote.

**Section 10:** Officers may be recalled from office in accordance with Article V herein.

**Section 11:** The number of the Directors at large may be increased or decreased at the discretion of the Board of Directors.

## ARTICLE VII - STAFF

**Section 1:** Appointed Staff of the Long Island Garden Railway Society, Inc. shall be, but not limited to:

- a. Newsletter Editor
- b. Webmaster
- c. Good and Welfare Chairperson
- d. Quartermaster
- e. Librarian
- f. Club Merchandise Coordinator
- g. Module Group Coordinator

**Section 2:** Duties of the appointed staff shall be shown in Appendix B.

## ARTICLE VIII - COMMITTEES

**Section 1:** Special Committees shall be created or disbanded at the discretion of the President as the need arises. The President may appoint a chairperson for said committee.

## ARTICLE IX - PUBLICATIONS

**Section 1:** The official publication of the Long Island Garden Railway Society, Inc. shall be entitled “*Smoke n’ Cinders.*”

**Section 2:** The “*Smoke n’ Cinders*” newsletter will be distributed to each household in accordance with the LIGRS Publication Distribution Policy.

**Section 3:** The Long Island Garden Railway Society, Inc. may publish and distribute materials as it deems necessary.

**Section 4:** Distribution of publications will be made in accordance with the LIGRS Publication Distribution Policy as set forth by the Board of Directors and amended from time to time as necessary.

## ARTICLE X - AMENDMENTS

**Section 1:** Proposed amendments to the By-Laws shall be submitted to the President in writing by a committee especially appointed to review said By-Laws.

**Section 2:** After the appointed committee submits its proposed amendments of the By-Laws in writing to the President, he shall forthwith cause such proposed amendments to be published in the next “*Smoke n’ Cinders*” newsletter for review and consideration by the membership.

**Section 3:** The proposed By-Law change shall be the first order of business at the business meeting following publication of said proposed change in “*Smoke n’ Cinders*” newsletter

**Section 4:** If a motion is put to a vote on the proposed By-Law change, a two-thirds (2/3) majority vote of the members present shall cause the proposed By-Law change to be adopted.

**Section 5:** If the proposed By-Law change is adopted, all members shall receive a copy of the amended By-Laws in accordance with the LIGRS Publication Distribution Policy.

## ARTICLE XI - PROCEDURES

**Section 1:** The parliamentary authority for this organization shall be Robert’s Rules of Order. The Modern Edition shall govern the LIGRS in all cases where they are not inconsistent with these By-Laws and any special rules of order the LIGRS may adopt.

## ARTICLE XII - EQUIPMENT

**Section 1:** The Quartermaster shall, when authorized by the President, lend LIGRS equipment to current member(s) in good standing. Those members are then responsible for the property.

**Section 2:** A motion to sell or otherwise dispose of any of the properties of the LIGRS shall be published in the “*Smoke n’ Cinders*” newsletter prior to the disposition of said property. A two-thirds (2/3) majority of the members present at the next business meeting shall be required to carry such a motion

## ARTICLE XIII – ORGANIZATION NAME AND LOGO

**Section 1:** The name of this organization, “Long Island Garden Railway Society, Inc.”, its initials, “LIGRS” and its Logo, as depicted on the cover of the By-Laws pamphlet, shall not be used by any member for his or her own personal benefit or profit, or for the benefit or profit of any other organizations, society, business or enterprise, without the approval of the Board of Directors.

## APPENDIX A

### Section 1: ELECTED OFFICERS

- a. **President:** Is the Chief Executive Officer who is responsible for the overall operation of the club. The President shall chair monthly meetings, as well as meetings of the Board of Directors; shall appoint all committee chairpersons including the nominating committee and appointed staff (see Article II, Section 7). The President shall determine LIGRS policy, subject to the approval of the Board of Directors, and/or general membership. In the absence of such direction, the President has the authority to take appropriate action in keeping with the goals of the Long Island Garden Railway Society, Inc. At the end of his/her term(s) of office, a past President may serve two (2) years as a non-voting advisor the Board of Directors.
- b. **Vice President:** The Vice President is responsible for arranging, planning, coordinating and scheduling all shows and other duties as assigned by the President. The Vice President replaces the President if he is unable to complete term of office. In the absence of the President, the Vice President shall chair monthly meetings of the LIGRS, as well as meeting of the Board of Directors.
- c. **Treasurer:** The primary responsibilities of the Treasurer are maintaining a current accounting of the LIGRS finances, the timely reconciliation of those accounts with monthly bank statements, the reimbursement of expenses, both routine and otherwise, as specified below, and other duties as assigned by the President.
- d. **Membership Director:** The primary responsibility of the Membership Director is the continued recruitment of new members. The Membership Director is the primary contact with prospective members, to determine their interest in LIGRS and its activities, and is responsible for providing new members with membership cards, name tags and a copy of LIGRS roster and By-Laws in accordance with the LIGRS Publication Distribution Policy. The Membership Director is also responsible for issuing membership cards to dues paying members on an annual basis. The Membership Director is responsible for all membership records, including change of information. These records are to be kept current and in good order at all times, and are to be available for review. The Membership Director is responsible for collecting all dues. Dues are turned over to the Treasurer no later than at the next business meeting. The Membership Director is also responsible for: maintaining a current membership roster, the annual distribution of that roster to the membership in accordance with the LIGRS Publication Distribution Policy, maintaining and distributing sign in sheets for monthly meetings, developing and maintaining records of attendance at monthly meetings, distributing the LIGRS newsletter in accordance with the LIGRS Publication Distribution Policy, and other duties as assigned by the President.
- e. **Secretary:** The principal responsibility of the Recording Secretary is keeping the records of the minutes of the LIGRS business meetings and Board of Directors Meetings, and other duties as assigned by the President. The recording Secretary shall post the minutes of the previous meeting on the Train Order Board at each meeting.
- f. **Program Director:** The Program Director is responsible for establishing and coordinating the annual schedule for both indoor and outdoor meetings, including the program format for indoor meetings, as well as inviting guests and guest speakers, in concurrence with the President. The Program director is responsible for obtaining door prizes for the annual holiday party. While such events have their own chairpersons, the Program director is responsible for overall coordination and communication with the general membership. The Program Director shall also be responsible for other duties as may be assigned by the President.
- g. **Directors at Large:** The Directors at large are the liaisons between the membership and the Board of Directors and any other duties as assigned by the President.

## APPENDIX B

### Section 1: Appointed Staff

- a. **Newsletter Editor:** Editing the LIGRS newsletter "*Smoke n' Cinders*" is a voluntary position without membership or voting rights on the Board of Directors. The primary responsibilities of the Newsletter Editor are: collecting material from within the LIGRS as well as from the hobby in general, collating and editing the material for publication. Assistance from the membership may be sought in any or all of these activities. The Editor shall be responsible for newsletter content, the publication process, and coordinating the distribution of the club newsletter with the Membership Director and Webmaster in accordance with the LIGRS Publication Distribution Policy.
- b. **Webmaster:** Responsible for regularly maintaining the content, arrangement and updating of the LIGRS website. The Webmaster is also responsible for; maintaining website function and features, adding/changing/deleting functionality and content as directed by the Board of Directors, recommending website resources upgrades/changes to the Board of Directors for approval, interfacing with the Internet Service Provider and coordinating the posting of the club newsletter with the Newsletter Editor.
- c. **Good and Welfare Chairperson:** The Good and Welfare Chairperson is the contact for members who are ill, injured, have experienced a death in their family, an addition to their family, i.e. marriage, birth of a child, grandchild, etc. or similar personal/family developments. The Good and Welfare Chairperson relies on the LIGRS membership for this information. Once the Good and Welfare Chairperson is aware of such circumstances, he/she will notify the President and Newsletter Editor. Appropriate response will be taken as directed by the President.
- d. **Quartermaster:** The primary responsibility of the Quartermaster is the maintenance and storage of LIGRS railway equipment and show materials, insuring their availability for shows, and insuring the property is returned in good order after being used. The Quartermaster is responsible for immediately reporting any loss, damage, or theft, to the President. In November of each year, the Quartermaster shall render an inventory of all LIGRS equipment to the Board of Directors. Said inventory shall specifically account for any and all materials damaged or lost during the past year.

- e. **Librarian:** The Librarian is responsible for maintaining the LIGRS library of video and printed materials, for lending to current members in good standing, and for insuring that the video and printed materials are returned in a timely fashion. In November of each year, the Librarian shall render an inventory of all LIGRS video and printed materials to the Board of Directors.
- f. **Club Merchandise Coordinator:** Responsible for maintaining inventory, orders for club clothing and special order embroidery following club approved guidelines for color and style. The Club Merchandise Coordinator is responsible for maintaining a limited inventory of club apparel and related accessories as directed by the Board of Directors, processing member requests for club apparel in accordance with the LIGRS Clothing Policy and coordinating merchandise pricing with the Treasurer. The Club Merchandise Coordinator will coordinate any special merchandise projects designated and approved by the Board of Directors.
- g. **Module Coordinator:** The Module Coordinator is the contact person for outside groups requesting module group participation. Approval by the Board of Directors is required before accepting participation at any show, however after Board approval, the Module Coordinator has the final decision to refuse a show if there is a conflict or not enough participation by Module Group Members. The Module Coordinator handles all scheduling and contact with outside groups and coordinates delivery of modules to and from events. The Module Coordinator is responsible for completing the events questionnaire with each new outside group requesting Module Group participation and presenting the completed questionnaire to the Board of Directors for approval.

## APPENDIX C

### Section 1: Uncontested Balloting Procedure

In the event that only one candidate was nominated for each and every office up for election at the Nominating Meeting, the slate of uncontested candidates and the their respective offices shall be published in the “*Smoke n’ Cinders*” newsletter between the Nomination Meeting and the Election Meeting. At the Election Meeting the presiding officer shall designate the ranking officer present, as specified in Article VI, Section 1, not standing for election, to cast one vote for each candidate thereby validating the election of the uncontested nominees to their respective offices.

### Section 2: Contested Balloting Procedure

In the event that more than one candidate was nominated for any office up for election at the Nominating Meeting, the President will cause the ballot to be published in the “*Smoke n’ Cinders*” newsletter between the Nomination Meeting and the Election Meeting, which will then be distributed to each household that contains members who are entitled to vote. Upon receipt of their copy, the individual member is to make appropriate copies of the ballot for each eligible member in that household. They are then to indicate their choice on the ballot and place all ballots in an envelope with appropriate postage, print their names on the back of the envelope and return it to the Chairperson of the Election Committee appointed by the President. The ballot may also be delivered in person to the said Chairperson at the Election Meeting.

### Section 3: Counting Procedure

The Election Committee, in order to maintain a secret ballot, shall count the ballots in the following manner:

- a) After a member’s name is identified and compared against the rolls, it will then be checked off to verify that the member has cast a ballot.
- b) Each ballot contained in the envelope will then be separated from the envelope, which is discarded, and passed on to be separately counted.
- c) Write-in votes (votes for other than duly nominated candidates) will not be counted.

The Election Committee may adopt its own procedure so long as it carries out the intent of this Appendix.

*Approved by a two-thirds (2/3) vote of the membership of the  
Long Island Garden Railway Society  
on November 23, 1997*

*Amended by a two-thirds (2/3) vote of the membership of the  
Long Island Garden Railway Society, Inc.  
on March 23, 2003*

*Further amended by a two-thirds (2/3) vote of the membership of the  
Long Island Garden Railway Society, Inc.  
on May 23, 2010*