

LINCOLN AREA RAILWAY HISTORICAL SOCIETY BY-LAWS

Current Version - November 6, 2018



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ARTICLE I - Name and Purpose

Section 1 – Incorporation - The Lincoln Area Model Railroad Club and Museum (LAMRC) filed Articles of Incorporation with the Nebraska Secretary of State on the 13th day of November 1992, in Lincoln, Nebraska.

On April 5, 2011, the membership changed the name of the organization with the Nebraska Secretary of State to the Lincoln Area Railway Historical Society (here in after referred to as the LARHS).

Section 2 – Mission Statement - The Mission Statement of the LARHS is:

The mission of the Lincoln Area Railway Historical Society is to promote, educate, and display or the public various aspects of local railroad history, railroad operations, and the hobby of model railroading.

This is to be accomplished with the following Mission Goals, which includes, but are not limited to:

(A) History - The history and preservation of railroad artifacts and memorabilia through a railroad museum;

(B) Education - Educate the public on railroad operations and local railroad history by providing educational materials through club events, area shows, and various public events;

(C) Model Railroading - The hobby of model railroading through building and operation of a functional model railroad;

(D) Fellowship - Enjoy the fellowship of railroad enthusiasts.

Section 3 – Equality Statement - LARHS shall not discriminate in membership or services on the basis of race, color, gender, national origin, or religion.

ARTICLE II - Membership and Dues

Section 1 – Membership Classes - There shall be five classes of membership in the LARHS as follows:

(A) Regular Membership - The Regular Membership shall pay regular dues of sixty dollars (\$60.00) per fiscal year or will be monthly prorated for the remaining months of the current fiscal year.

(B) Family Membership - The Family Membership shall consist of the head of the household, the spouse, and all children thru the age of eighteen (18), twenty-one (21) if a full time student. The family dues shall be seventy dollars (\$70.00) per fiscal year or will be monthly prorated for the remaining months of the current fiscal year.

Both adult members and all minor children thru the age of eighteen (18), twenty-one (21) if a full-time student, shall have all Regular Membership privileges, with the exception of voting, which will be limited to the adults and the minors who are at least twelve (12) years of age or greater.

(C) Student Membership - The Student Member, age twelve (12) through eighteen (18), or twenty-one (21) if a full time student, shall pay student dues of twenty dollars (\$20.00) per fiscal year or will be monthly prorated for the remaining months of the current fiscal year.

(D) Sustaining Membership - the Sustaining Membership shall be defined as any organization, business, or individual that has access to, but not participation in the LARHS activities. A Sustaining member will be entitled to advertise in the LARHS monthly minutes for a 1-column by 3-column inch ad. The Sustaining Member shall not be eligible to vote or to hold an executive office within the LARHS. The Sustaining dues shall be seventy dollars (\$70.00) per fiscal year.

(E) Honorary Membership - in recognition of outstanding contributors to the LARHS, to railroads, or to model railroading in general, the special status of Honorary Member may be conferred by a two-thirds majority of the voting members present at the second business meeting following the proposed honoree's nomination. This status entitles the member to all rights and privileges of the Regular Member except that no fees or dues shall be collected, nor shall the member be eligible to vote or to hold an executive office within the LARHS. This Honorary status shall remain in effect throughout the natural lifetime of the Honoree.

Section 2 – Annual Membership - Annual membership is to be defined as twelve (12) months commencing with the business meeting corresponding with the start of the LARHS fiscal year (July 1 to June 30 of the following year). New Members of any class except Honorary, upon application and payment of the proper dues, which can be monthly prorated to the amount of the annual membership dues for that class, shall be given full membership.

Section 3 – Voting Privileges - Only paid members (Regular, Family, or Student memberships) shall have voting privileges, may serve as an executive officer, may serve on committees and receive other member benefits and activities of the LARHS. Membership privileges will be suspended until full payment of dues is made.

Section 4 – Contracts - No member of the LARHS may enter into any contract, either written or verbal, without the approval of the two-thirds majority of the voting members present at the meeting at which the contract is read for approval.

Section 5 – Membership Packet - Each membership shall include the following:

(A) A current copy of the membership directory to be published quarterly starting in January of each year, with the exemption of the July membership publication, which shall be published in August of each year so that the newly elected officers at the July meeting can appear on the membership directory.

(B) A current copy of the By-laws.

(C) A membership card identifying the member and the expiration date of the membership. In the case of family memberships, each voting member shall receive a card.

ARTICLE III - Officers

Section 1 – Officers - The Officers of the LARHS shall consist of a President, Vice President, Secretary, Treasurer, and Sergeant-At-Arms.

Section 2 – Executive Board - The above five officers shall constitute the Executive Board. To be eligible for election as an officer a person must be at the time of the election a Regular or Student member or a voting member of a Family membership and have been for the immediately preceding two years.

Section 3 – Officer Terms - Officers shall serve for a period of two years. In even calendar years at the July business meeting the President, Secretary, and Sergeant-at-Arms shall be elected. In odd calendar years at the July business meeting, the Vice President, and Treasurer, shall be elected.

Section 4 – Consecutive Terms - Consecutive terms of office shall be allowed.

Section 5 – Officer Vacancy - Should a vacancy in any office occur, it may be filled by appointment by the Executive Board, subject to ratification by a two-thirds majority of voting members present at the next scheduled business meeting following the appointment.

Section 6 – Officer Removal - Any officer may be removed by the membership, as outlined in the LARHS By-laws, [Article IX](#).

ARTICLE IV - Elections and Voting

Section 1 – Membership List - A printed list of qualified members eligible to be nominated for the Executive Board shall be presented to the membership at the June business meeting by the Treasurer. Nominees may be selected from this list by the membership during the nominating section, to be held at the regular June business meeting.

Section 2 – Election Month - The election and installation of officers shall occur at the July business meeting.

Section 3 – Election Eligibility - All officers shall be elected by popular vote of all eligible members present and by absentee ballot.

Section 4 – Absentee Ballots - Absentee ballots will be allowed only for election of officers. Said absentee ballots must be requested and picked up from the Secretary not later than seven calendar days previous to the election and ballots must be returned to the Secretary on or before noon of the election date. All other cases where a vote by the membership of the LARHS is required, absentee ballots will not be allowed.

Section 5 – Voting for Non-Nominated Members - During the election of officers, any vote cast for any member, not having been nominated by the process defined in Article IV, Section 1 of the LARHS By-laws shall be invalid.

Section 6 – Amending of the By-laws - All matters pertaining to the amending of the By-laws shall be submitted to the membership. The procedure for amending the By-laws shall be as follows:

(A) Proposal - Any member of LARHS may propose changes to the By-laws or Standard Operating Practices (SOP) through the recommendation of a motion, seconded, and motion approval at a monthly business meeting. If approved, a temporary By-laws Committee will be formed to review and recommend any changes.

(B) Presentation - Following approval of the By-laws Committee, the revised By-laws will be presented to the full membership of LARHS. These will be presented at a monthly meeting, and a copy will be mailed, or electronic copy sent, to the members not in attendance at that business meeting. All voting is to occur at subsequent business meetings following the ‘first reading’ of the proposed By-laws. This shall allow the full membership time to review these revised By-laws.

(C) Motions and Amendments - At subsequent business meetings, any amendments to the individual Articles of the revised By-laws will be proposed in the form of a motion. A second to that motion and approval by the membership at the meeting will be required for approval of each amendment to those Articles. After all amendments to the Articles have been considered, the By-laws will move to ‘final reading’. A vote of the membership will be required to move the revised By-laws to ‘final reading’. A final draft will be sent to all members prior to the vote for ‘final reading’.

(D) Final Reading and Voting - At the next monthly meeting the ‘final reading’ of the By-laws shall take place and no more amendments will be accepted. A yes or no vote will be cast to approve the revised and amended By-laws. A two-thirds majority of the voting members present is necessary to ratify the revised and amended By-laws.

ARTICLE V - Meetings

Section 1 – Regular Meeting Schedule - A general business meeting shall be held monthly, at and within the period specified in Article V Section 5 of these By-laws.

Section 2 – Additional Meetings - Any additional regularly scheduled meetings for any other purpose shall be defined in the LARHS By-laws.

Section 3 – Special Meetings - Special meetings may be called, on occasion, with suitable notification of the membership.

Section 4 – Order of Business - The order of business at the general business meetings shall be as follows:

- (1) Reading the minutes of the previous meeting.
- (2) Reading of correspondence.
- (3) Treasurers' reports.
- (4) Committee reports.
- (5) Old business.
- (6) New business.

Section 5 – Meeting Date - The regular business meeting of the LARHS shall be on the first Tuesday of each month.

The Executive Board is empowered to adjust the meeting date and time as circumstances warrant and the membership shall be notified as soon as possible of these changes.

ARTICLE VI - Duties of Officers

Section 1 – President - The President shall perform the usual duties of such office including, but be limited to:

- (A) Presiding over all regular business meeting.
- (B) Presiding over all Executive Board meetings.
- (C) Having authorization to sign any document necessary for the operation of the LARHS within the limits of the By-laws of the LARHS.

Section 2 – Vice President - The Vice President shall perform the following duties:

- (A) Shall assist the President in any way possible.
- (B) Shall have authorization to sign any document necessary for the operation of the LARHS within the limits of the By-laws of the LARHS.
- (C) Shall serve as the Purchasing Agent of LARHS with the following duties: To serve as the Purchasing Agent during the entire term of office of the Vice President.

The Vice President shall not serve as a committee Chairperson.

Purchasing Agent - The role of the Purchasing Agent is to work with the LARHS Treasurer and Chairperson of any given committee to make sure that major purchases for that committee remain within the budgeted amount approved at an LARHS monthly meeting and investigate if another source at a lower cost is available for those items or services. Disbursements of LARHS funds are outlined in Article VIII.

Section 3 – Secretary - The Secretary shall have the following responsibilities:

- (A) To keep the minutes of all regular business and Executive Board meetings.
- (B) To keep a record of all materials pertaining to the history of the LARHS and its activities.
- (C) To carry on all correspondence pertaining to the LARHS.
- (D) To hold the chairmanship of the Publications Committee, the duties of which are defined in Article VII, Section 1 (F) of the By-laws of the LARHS.
- (E) To maintain a list of all motions that effects the ordinary operations of the club. The list shall be the Standard Operating Practices of the club. These practices may be changed at a regular meeting by a simple majority of those voting.

Section 4 – Treasurer - The Treasurer shall perform the following duties:

- (A) Keep a written record of all receipts and expenditures of the LARHS.
- (B) Balance the books and present an oral financial report at the regular business meeting and to prepare a written financial report at the end of the fiscal year showing that fiscal year's activities. This fiscal year shall run from July 1 to June 30.
- (C) To set up and manage such bank accounts as are necessary for the operation of the LARHS.
- (D) Shall have authorization to sign any documents necessary for the operation of the LARHS within the limits of the By-laws of the LARHS.
- (E) Shall establish a fund to be known as the **Building Fund**. These funds can only be used for securing, maintaining and operating a permanent location for the Club. All building donations and a minimum of 10% of each fund-raising project shall be deposited in such fund. If circumstances warrant, funding from the Building Fund may be transferred to the General Fund (or vice-versa) following approval by 2/3 voting majority of the members present at an LARHS monthly meeting.
- (F) Shall hold the chairmanship of the Membership Committee. The duties of this committee being defined in Article VII, Section 1 (A) of the LARHS By-laws.

Section 5 – Sergeant-At-Arms - The Sergeant-At-Arms shall perform the following duties:

- (A) To maintain order at monthly business meetings or other public meetings of the LARHS.
- (B) To assist other business officers in performance of their duties, if requested.

ARTICLE VII - Committees

Section 1 – Permanent Committees - The following shall comprise a list of the permanently standing committees of the LARHS.

(A) The Membership Committee - Whose duties shall include, but not be limited to the solicitation of new members and the maintenance of a current roster of the members of the LARHS.

The Treasurer of LARHS will serve as the Chairperson of this committee as outlined in their duties in Article VI, Section 4 (F).

(B) The Publications Committee - Whose duties shall include the preparation of all printed and photocopied material, and any electronic communication necessary for the use of the LARHS.

The Secretary of LARHS will serve as the Chairperson of this committee as outlined in their duties in Article VI, Section 3 (D).

(C) The Show Committee - The committee shall plan for, publicize, and conduct all LARHS Open Houses or Shows. This will include the LARHS annual train show.

The committee shall be formed immediately following the annual election of officers and shall be comprised of the members of LARHS.

The committee shall select one of its members to serve as the Chairperson by the September business meeting and the term of office shall be the current fiscal year.

Consecutive terms for the office of the committee Chairperson shall be allowed.

The committee, with a majority vote of its members, and following review and approval of the LARHS Treasurer, shall have the authorization to enter into contracts and dispense the funds necessary for the LARHS event.

At the conclusion of the event, the committee shall file a detailed report with the LARHS Treasurer and report to the general membership for all money spent and received.

(D) Audit Committee - Committee of at least two members in good standing and have not held the office of Treasurer or President within the previous two years. The audit will be conducted each year after the close of the fiscal year and reported at the September business meeting.

(E) Scale Committees - LARHS shall be composed of the following scales represented in model railroading and include prototype railroads in the form of a museum: N, HO, O, G, and Museum (prototype) and any other scale of member interest.

Within each scale committee those members shall choose a Chairperson by the September monthly meeting to organize and represent the committee members for the current fiscal year, submit a budget to the general organization of LARHS at the September meeting and be responsible for performing an annual inventory of LARHS owned equipment in that scale by the following January monthly meeting.

Consecutive terms for the office of the scale committee Chairperson shall be allowed.

Within each scale committee the members are also to establish standards such as modular construction, electrical, track plan and track work so modules are compatible when linked together. Modeling of topography and scenery typical to the Midwest and the Lincoln area is preferred, but not required.

When a layout is built or a modular layout is setup, and an operation session is to take place, the scale committee will design and implement freight and passenger traffic generation schemes, preparation of operating time tables and rules book, determination train crew job qualification standards, crew assignments for the operating session as necessary for a temporary or permanent operating session.

Section 2 – Temporary Committees - The Executive Board may suggest formation of temporary committees as needed to expedite LARHS business, which will be presented at a monthly business meeting for approval. If approved, the Executive Board may appoint those members or request volunteers to serve on that committee.

Section 3- Vacancies in Committees - If a vacancy should arise in the chairmanship of any LARHS committee, the Executive Board shall be responsible for the appointment of a new Chairperson for all standing, and temporary committees, subject to approval by a two-thirds majority of the voting members present at the meeting at which the appointment is announced.

ARTICLE VIII -Disbursements

Section 1 – Receipt Requirement - No monies will be disbursed without proper receipts.

Section 2 - Budgets - At the September meeting the members present will set a general amount that each committee will have for their yearly budget to use to purchase items and services for the benefit of LARHS.

(A) The committee, with the approval of its Chairperson, will be free to purchase items or services as needed up to \$50 per event, but not to exceed the committee's budgeted amount approved by the membership of LARHS.

(B) Purchases more than \$50, but still within the committee's budget amount, will need approval from the committee Chairperson and the Purchasing Agent (Vice President).

(C) Purchases over the committee's budgeted amount will need prior approval of the committee Chairperson, the Purchasing Agent (Vice President), and the membership of LARHS at a monthly business meeting, where discussion is held, before said items or serves can be purchased. Approval by the membership will require a 2/3 majority vote of the members present at said business meeting. The committee Chairperson will work with the Purchasing Agent and Treasurer to purchase the necessary items or services. The role of the Purchasing Agent in all cases is to check different sources to determine if another provider can deliver the same item or service at a lower cost. The amount is not to exceed the new funding approved by the membership at a monthly business meeting of LARHS.

Section 3 – Exceptions - Exceptions to this arrangement outlined above in Section 2, must be agreed to in advance by a 2/3 majority vote of the LARHS membership in attendance at a monthly business meeting.

(A) – Annual Show - One such exception shall be voted on annually by LARHS for the Show Committee to organize and fund the annual LARHS Train Show. The Show Committee shall present a proposed budget for next year's show at the May business meeting. This proposed budget will include the accrued expenses incurred during the preceding show. The Chairperson of the Show Committee will have authority to approve expenses and sign checks for the annual Train Show, without approval of the Purchasing Agent, as long as the expenses remain within the budgeted amount approved by the membership of LARHS. If expenses are expected to exceed the budgeted amount, then prior approval by a 2/3 majority of the membership present at a monthly business meeting is needed.

(B) – Other Shows - LARHS participation at other events shall also be organized by the Show Committee. A proposed budget shall be presented at a business meeting prior to participation at the upcoming event. Approval by the membership will require a 2/3 majority vote of the members present at said business meeting.

Section 4 – Unused Funds - Any budgeted funds not used by any committee at the end of the fiscal year will be transferred to the LARHS Building Fund.

Section 5 – Check Signing - The following individuals will have approval to sign checks for LARHS: Treasurer, President, and Chairperson of the Show Committee.

ARTICLE IX - Removal of Officers and/or Members

Section 1 – Procedure for Removal - The procedure for removal of officers and/or members will be as follows:

(A) – Written Letter - A written letter for removal with specific charges must be submitted to any one member of the Executive Board. The written letter should state the specific charges, date, time, and location at which those events took place. The written letter should also state the names of other LARHS members that were present. These LARHS members may be cosigners of the written letter submitted to the Executive Board.

(B) – Meeting - The Executive Board shall then meet without the LARHS officer or member in question present. Should the board determine that the charges are justified, the letter will be read at the next regular business meeting.

(C) – Answer - The LARHS officer or member being charged must have a chance to answer the charges. The officer or member being charged will be notified by mail of a hearing to be held at an upcoming LARHS monthly meeting stating the date, time, and location of that monthly meeting.

If the officer or member charged cannot make the stated LARHS monthly meeting, they will be given the opportunity to postpone the hearing to the immediately following LARHS monthly meeting by notifying a member of the Executive Board in writing. Only one request for a delay of the hearing date will be granted.

At the hearing the officer or member charged will be given an opportunity to present their side of the specific events or charges. Failure by the LARHS officer and/or member to appear at the hearing will not delay further action by LARHS.

(D) – Action - Action taken by LARHS will match the severity of the specific charges. This could result in one or more, but not limited to, the following actions:

- Notification to local law enforcement,
- Consultation with a lawyer on further action to be taken,
- Immediate revocation of LARHS membership,
- Refusal to renew annual LARHS membership,
- Removal from LARHS office and/or committees,
- Warning and reprimand of said individual(s), or
- Dismissal of charges.

(E) – Recommendation - Following any discussion and rebuttal, the Executive Board will make recommendations to the full membership present at the hearing of specific actions to take. If further information needs to be obtained or verified, the Executive Board may recommend a delay until a subsequent business meeting.

The final decision will be made by the membership present at a hearing. A motion stating the specific charges and the specific actions to be taken shall be made by the membership present, and if seconded, a secret ballot will be cast, with a two-thirds majority of the voting members present for passage of the motion.

Section 2 – Readmission - After a six-month suspension period following disciplinary action against said individual(s), that individual(s) may apply for readmission to LARHS.

A motion made by a current member of LARHS to reinstate membership of said individual(s) to LARHS, and if seconded, a secret ballot will be cast, With a two-thirds majority of the voting members present required for passage of the motion.

Following payment of dues, said individual(s) will be reinstated as a member of LARHS.

Signatures

Larry Angle
President

12-5-2018
Date

Charles Hower
Secretary

12-4-2018
Date

As amended February 2003

As amended April 5, 2011 (changed Organization name of LAMRC to LARHS)

As amended February 5, 2013 (Article II: Section 2, 3, & 4)

As amended May 7, 2013 (Article II: Section 1)

As amended December 3, 2013 (Article VI: Section 2, 4, & 5)

As amended April 7, 2015 (Article IX: Section 1)

As amended November 6, 2018 (Articles II, III, IV, V, VI, VII, VIII, IX)