



LONE STAR REGION
NATIONAL MODEL RAILROAD ASSOCIATION



By-Laws

(As Amended January 2009)

ARTICLE I - Authority and Purpose

1. The authority for the within By-Laws is derived from the Constitution of the Lone Star Region under Article VIII, entitled By-Laws.
2. The purpose of the By-Laws is:
 - a) To set down rules which are to be followed in regulating the general affairs of the Region.
 - b) To advise the rights, duties, and powers of the Membership and Officers in relation to the Region and among themselves.

Article II - Membership and Fees

1. **Membership Dues.** Membership dues shall be collected by the National Model Railroad Association at a rate to be established by the Association and distributed to the Region in a manner established by the Regulations of the NMRA. The LSR may process the applications and collect dues on behalf of the NMRA. The LSR may further authorize the divisions to process membership applications and collect dues. If the division collects the dues, they must be forwarded to the Treasurer of the LSR, who will then send the dues to the NMRA.
2. **Fees for Members.** The Board of Directors shall set the rate of supplemental fees for members in such a manner as to insure fiscal responsibility. Nothing in the collection of these fees will constitute a fee for membership in the Lone Star Region. These fees may be amended by the following procedure:
 - a) Notice of proposed change must be made in the form of a motion at any Board of Directors Meeting. Motion shall indicate proposed effective date of change.
 - b) Notice of the motion to change the fee structure shall be published in the first available issue of *The Marker Lamp*, the official publication of the Lone Star Region, not less than sixty (60) days prior to the date of the proposed change.

3. **Annual Membership Service Fees** for regular members in the Lone Star Region, to cover costs of operation of the Lone Star Region including distribution of The Marker Lamp, may be established and payable in U.S. funds.
4. **Membership.** Any member in good standing of the NMRA who lives within the geographical boundaries of the region (with the exception of Legacy members or Corporate members) as established by the NMRA, will be a member of the Lone Star Region and the respective division of the Lone Star Region. Only those members who reside within said geographical boundaries will be allow to vote on issues within the region. No person may be a member of the Lone Star Region, or any division within the region, unless they are members in good standing of the NMRA and no person may be a member of a division unless they are members of the region. The categories as defined by the NMRA are Member, Family Member, Student Member, Patron Member, and Corporate Member. The same member opportunities available to NMRA member groups will be afforded to the LSR member.

Any member of any region of the NMRA, outside the Lone Star Region, who desires to receive a copy of the official regular quarterly publication of the Lone Star Region, The Marker Lamp, will be required to pay an annual fee of \$6.00, payable in U.S. funds, as set forth in Article II, para. 3 above. This fee for The Marker Lamp shall not be construed as a requirement for membership in the Region, and only one fee per household will be necessary to receive such publication.

Life members of the Lone Star Region as of September 1, 2005 will not be required to pay this fee, and their subscription will be paid through distributions from the General fund.

Any Division within the Lone Star Region may establish a fee to cover the costs associated with maintaining the business of the Division, so long as those fees are not considered a prerequisite for membership in the Division.

ARTICLE III - Duties of Officers

1. The Officers and Directors of the Lone Star Region shall be the **President, Vice President, Board Advisor, Secretary, Treasurer (or Secretary-Treasurer), Directors-at-Large, and Directors.** The position of **Board Advisor** shall be filled by the immediate **Past President.** There will also be a **Regional Advisory Council** (herein after called the RAC) **Representative** and a **RAC Alternate.** Normally the RAC Representative will be the LSR President and the RAC Alternate will be the LSR Vice-President.
2. The **President** shall:
 - a) Perform the usual duties of such Officer.

- b) Serve as Presiding Officer of the Board of Directors and preside at all regular business meetings of the Lone Star Region.
 - c) Submit a report to the Secretary of the NMRA with a copy to the RAC Director forty-five (45) days prior to the first date of the meeting of the NMRA Board of Directors. The report should include concerns, successes, policy issues, and topics for future discussion.
 - d) Have access to the NMRA membership database, when it becomes functional.
3. The **Vice President** shall aid and assist the President in all ways possible; and shall preside in the absence of the **President** at meetings of the Lone Star Region or the Board of Directors. In the event of inability of the **President** to serve, the **Vice President** shall assume the Presidency and the Board of Directors shall elect a new **Vice President** to fill the un-expired term.
4. The **Secretary** shall:
- a) Keep minutes of all meetings of the Lone Star Region and the Board of Directors.
 - 1) Minutes shall be kept in a substantially-bound book in order that a permanent record may be kept.
 - 2) All main motions, whether accepted or rejected, will be listed along with the name of the person making the motion.
 - 3) A summary of all minutes will be submitted for publication in the next regular issue of the *Marker Lamp*.
 - b) Prepare and mail the ballot in accordance with the Article V, Section 6, of the Constitution, when so directed by the President.
 - c) Have access to the NMRA membership database, when it becomes functional.
5. The **Treasurer** shall:
- a) Prepare a budget to be presented to the Board of Directors following the Annual Meeting to govern the expenditures of the Region for the Fiscal Year. The Fiscal Year, for Internal Revenue Service purposes, shall run from May 1 through April 30.
 - b) Accept all moneys due the Lone Star Region and deposit the funds in:
 - (1) insured accounts in financial institutions insured by agencies of the federal government, or, (2) in money market mutual funds. Disbursement of all funds will be by check.

- 1) **General Fund.** The General Fund shall reflect membership dues, *Marker Lamp* advertising, patches, decals, donations, and other monies.
- 2) **Convention Fund.** The Convention Fund shall be maintained separately from all other monies and shall be managed as prescribed in these By-Laws.

All accounts shall be audited by a committee appointed by the President prior to presentation to the Annual Meeting of the Board of Directors.

- c) Prepare a financial report to indicate the sources of receipts and the record of disbursements to be presented to the membership at the Annual Meeting and any Board of Directors meeting.
 - d) Maintain the Region membership list in current status.
 - e) Upon request, furnish the Secretary with a copy of the current membership list, and, when required, furnish the Secretary with address labels for mailing the ballots.
 - f) Furnish the Membership Chair with a copy of the membership list as necessary to maintain records in current status.⁷⁷⁷⁷
 - g) Have access to the NMRA membership database, when it becomes functional.
6. The **Regional Advisory Council Representative** will represent the Lone Star Region to the RAC. This person may be the President of the Lone Star Region or any other member of the region, and will be selected by a vote of the voting members of the region's Board of Directors. The RAC will include one representative from each of the 17 regions within the NMRA and representatives must have access to electronic communication (i.e. e-mail). The LSR will also elect a person to serve as the RAC alternate, normally the LSR Vice-President. The Alternate will not participate unless the Representative is unable to serve. In the event the RAC Alternate must assume the responsibilities of the Representative, the Board will select a new RAC Alternate. The RAC Representative and Alternate should attend the Board of Directors meetings to maintain an understanding of the LSR on issues, but will have no vote.
7. **Directors** shall serve the best interests of the membership in carrying out the objectives of the Lone Star Region. A vacancy shall be deemed to exist on the Board of Directors when an elected member fails to attend in person or by written proxy two (2) successive duly constituted regular meetings or special meetings as designated in the Constitution, Article VI, Section 2. Article IV, Section 6, shall apply to fill the vacancy.
8. Only the elected Officers, including the Board Advisor, the Directors, and the Directors-at-Large, but not the President, shall have the power of vote on matters brought before

the Board of Directors for action or consideration. In the event that any such matter receives an equal number of votes "For" and "Against," the President shall exercise the privilege of casting a tie-breaking vote. When one person holds the offices of both Secretary and Treasurer, that person shall be entitled to only one vote.

9. Those Officers, Directors, and Directors-at-Large newly elected in the regular annual election shall take office at the commencement of the "New Business" phase of the meeting of the Officers, Directors, and Directors-at-Large.
10. In the event that an elected Officer, the Board Advisor, a Director, or Director-at-Large will be unable to attend a regular meeting of the Board of Directors, that person may appoint any other elected Officer, Board Advisor, or Director, other than the President, to act as proxy for the purpose of the Meeting.
11. The required **quorum**, of the Board of Directors, needed in order to conduct business is a simple majority.

ARTICLE IV - Committees

The President shall appoint a Chair for each of the following committees and such other committee members as deemed necessary:

1. **Publication.** Duties are:
 - a) Publication of the *Marker Lamp*, the official publication of the Lone Star Region, on a quarterly basis. A complete copy of each issue will be forwarded to the Web Page Chair in a form suitable for inclusion on the Lone Star Region's official web page when it is ready for the printer.
 - b) Designate, with the approval of the President, an Editor of the *Marker Lamp*.
 - c) Designate, with the approval of the President, a Publisher for the *Marker Lamp*.
 - d) Submit to the Treasurer an annual budget for all Region publications.
2. **Contest.** Duties are:
 - a) The administration of all Regional contests. The NMRA Contest Directory will be the example for Region rules. Any changes from these rules shall be approved by the Board of Directors and published in the *Marker Lamp* at least six (6) months before taking effect.
 - b) The responsibility for the Contest trophies, insuring that traveling trophies are returned prior to the Annual Meeting; and pass on the acceptance of additional trophies should any be offered.

- c) Presentation of trophies and awards at the Annual Meeting.
 - d) Preparation and submittal of a suitable photograph for use in the NMRA Calendar.
3. **Achievement.** Duties are the administration and encouragement of the Achievement Program in the Lone Star Region.
4. **Education.** Duties are:
- a) To serve as a liaison between the Lone Star Region and the NMRA, to include transmitting information to National and transmitting information to all members in the region, including, but not limited to, writing a column "Education News" in *The Marker Lamp*.
 - b) To provide the NMRA Education Director with a statistical report twice a year (January and June), to include, but not limited to, number of division clinics held in the LSR; number of division contests with total number of entries; name and number of any youth activities held; name and number of any other NMRA education programs held.
 - c) Provide the NMRA education Clinics Chair with a list of subject titles, clinician names, and dates held at the LSR annual convention.
5. **Nominating.** Duties are:
- a) Defined in Article V, Sections 1 and 2, of the Lone Star Region Constitution.
 - b) Solicit a biographical/data sheet from each candidate for Region office, which shall constitute the sole source of official election material. The information so furnished will be compiled and mailed with the ballot. The same information can be furnished for publication in the official publication, *The Marker Lamp*, and for entry into the LSR web site. There shall be no campaign material for Region candidates published in *The Marker Lamp*, nor on the LSR web site.
 - c) Solicit nominations for Region Trustee in accordance with NMRA Constitution and By-Laws.
 - d) Nominations for each Region Trustee shall be forwarded to the NMRA Secretary, for inclusion on each Region's Trustee Ballot, five (5) months prior to the Region ballot mailing deadline.
6. **Convention.** Duties of this committee are to coordinate the activities of the host city convention committees to insure as far as possible a good convention each year. In cases where the committee decides that the host convention committee is not

functioning properly, it should bring the matter promptly to the attention of the President and the Board of Directors.

7. **Membership.** The duties of this committee include promotion of new memberships and the continuation of old memberships.
8. **Historian.** The Chair shall be responsible for the assembly and preservation of records of events in the past days of the Lone Star Region.
9. **Photography.** Duties of this committee are:
 - a) Coordinate with the Region Convention Chair and the host city convention Chair to insure that photographs are taken at the Annual Convention. These photographs should include a group photograph of the current officers of the Region.
 - b) Submit photographs to the Editor of the *Marker Lamp* for publication and submit photographs to the Historian for placing in the Region archives.
 - c) Coordinate with the Region Contest Chair and the host city contest Chair on producing a digital format show of the contest winners for showing at the awards presentation.
10. **Web Page.** Duties of this committee would be to maintain the Lone Star Region web site, updating it as necessary, and inserting pages of importance to the members of the LSR, as submitted by LSR Officers, Directors, Department Chairs, and/or committee members. The Web Page Chair will insure that all material inserted on the LSR pages are appropriate and represent the highest standards of suitability.
11. **Youth.** Duties of the committee include: (1) Acting as contact by the Division Directors for all youth-related model railroad activities. (2) Coordinate approved sponsorships for Junior Membership in the National Model Railroad Association and the Lone Star Region. (3) Coordinate candidates for the Junior Membership Program from each Division at the Annual Lone Star Region Board of Directors Meeting. (4) Gather ideas/programs to support the Youth membership effort and report on these at each Annual Board of Directors Meeting.
12. Such other committees shall be appointed by the President from time to time as deemed necessary.

ARTICLE V - Conventions

1. The Annual Meeting prescribed in the Constitution shall be known as the "Lone Star Region (Year) Convention."

2. It is the policy of the Lone Star Region that a person must be a member in good standing of the Lone Star Region (or a person in the family of the member) in order to register for and participate in the activities of the Lone Star Region (Year) Convention. By reciprocal agreement, membership in other National Model Railroad Association Regions shall be honored for registration.
3. The Convention shall be hosted, planned, managed, and conducted by any local model railroad group or organization in the Lone Star Region. The prospective Host Group or organization should present its bid to the Board of Directors for approval and selection. Such a bid should be presented two years before the proposed Convention date, whenever possible.
4. A loan, not to exceed two thousand dollars (\$2,000.00) may be advanced to the host group with such money to be withdrawn from the Convention Fund. One thousand dollars (\$1,000.00) of the loan may be requested by the Host Group not earlier than two years prior to the Convention; up to one thousand dollars (\$1,000.00) additional may be requested not earlier than one year prior to the Convention. Requests for advance money should be addressed to the Chair, Convention Committee, who will coordinate and authorize the disbursement.
5. A per capita fee of two dollars (\$2.00) is to be paid to the Region Convention Fund for each member of the Lone Star Region, or member of another National Model Railroad Association Region, registered for the Convention. The per capita fee is not required for persons in the family of the member unless such persons hold membership in the Region in their own right.
6. An amount equal to five percent (5%) of the gross proceeds from an auction conducted during the Convention shall be remitted to the Region Convention Fund. The remaining five percent (5%) shall accrue to the Host Group of the Convention.
7. An amount equal to fifty percent (50%) of the surplus of Convention monetary income over Convention-incurred expenses shall be remitted to the Region Convention Fund. Income from auction gross proceeds and from the per capita fee collection shall not be included when determining the Convention monetary income.
8. Should the Host Group conduct a Train Show concurrently with the Convention, all monetary income and all expenses associated with the Train Show shall be excluded when determining Convention monetary income and Convention-incurred expenses. All monetary income and expenses pertinent to the Train Show shall accrue to the Host Group.
9. The Host Group should address the remittances for the Convention Fund to the Region Treasurer as follows:
 - a) The per capita fee should be remitted not later than thirty days after end of the

Convention.

- b) Repayment of the advance loan, remittance of the auction proceeds share, and remittance of the Region share of the Convention monetary surplus should be made by the end of the calendar year in which the Convention is held.
10. The Host Group shall prepare and submit a statistical and financial report in the format specified by the Chair of the Convention Committee. The Report shall be submitted to the Board of Directors at the first meeting, (mid-year or annual) following end of the Convention.
 11. The Region Treasurer shall manage the Convention Fund, and shall report the balance at each meeting of the Board of Directors. At each Annual Meeting, the Board of Directors shall determine the amount to be retained in the Convention Fund, and shall direct the transfer of funds in excess of that amount, as may be necessary.
 12. Liability insurance for inside activities of a Convention shall be provided under the master policy of the NMRA. The cost of the liability insurance rider will be paid by the Region.

ARTICLE VI - Youth Membership Program

1. **Objective.** To promote model railroading among young people, 18-years old and younger, within our communities, to encourage our young people to become involved in model railroading, and thereby encourage their peers to become involved and to become members of the Lone Star Region and the National Model Railroad Association.
2. **Method.** Sponsor Junior Membership in the National Model Railroad Association and the Lone Star Region, with appropriate dues paid by the Lone Star Region.
3. **Implementation.** To be conducted on a Division basis as follows:
 - a) At the Annual Meeting of the Board of Directors, each Division Director will submit the name of one junior person, 18 years old or younger, to the Board of Directors for inclusion in the Junior Membership Program. The Board will then direct the Treasurer to pay for this person's membership in the National Model Railroad Association and the Lone Star Region.
 - 1) The payment for a Junior Membership for any one individual is on a one-time basis and will not continue on an annual basis.
 - b) The Division Directors will pick their choice from a list of candidates submitted by:
 - 1) Individuals who are members of the NMRA/LSR within the Director's Division.

- 2) Clubs that are located within the Directors Division.
 - 3) The Division Director.
 - 4) If more than one candidate is submitted, the final choice will be made by vote of the Board of Directors.
- c) In addition to the eight candidate names submitted by the Division Directors, the elected Officers may submit the name of a ninth candidate.
- d) Each submission must include a short commentary stating why the particular individual should be included in the Junior Membership Program. Reasons such as: interest in model railroading; modeling skills; and inability to pay for the dues. The most important factor is the candidate's interest in model railroading.
- e) Each year the Division Directors will each submit a new choice for inclusion in the Junior Membership Program. The same person cannot be selected more than once unless that person can show a real financial burden and/or exceptional modeling ability and no other names are submitted for consideration at the same time.
- 1) It is the Director's duty to seek new candidates for the program.
 - 2) When the same person is considered for a second year in the Program, the membership payment must be approved by a vote of the Board of Directors who will consider that person's true value to be included a second time.
 - 3) If there are no candidates from a Division for a particular year, a new list of candidates will be gathered for consideration for the next year. It is not necessary that a Division have a candidate each year, however, the Division Director is encouraged to seek out qualified candidates.
- f) The Division Director shall keep track of the progress being made by the members that have been recruited for the Junior Membership Program. By doing this, the Director can answer questions the Junior members may have, offer suggestions for improved modeling, and give whatever assistance is needed for fulfillment in the hobby.

---END---