

ILLINI RAILROAD CLUB

Est. 1912

BYLAWS

AS AMENDED THROUGH May 28, 2024

Mission Statement: To promote awareness of railroads, railroad history, and model railroading both on campus and in the Champaign-Urbana community.

I. Purpose

1. To establish in writing the rules and regulations under which the Illini Railroad Club (IRC) will operate.
2. To delineate the rights, duties, and privileges of the members.
3. To establish the methods of determining the judgment of the members in cases wherein it is necessary.

II. Meetings

1. The IRC shall meet regularly in the Newmark Civil Engineering Laboratory. Meetings will commence at a time determined by the club administration (defined later in this document). The chief purpose of the regular meeting will be the construction, maintenance, and operation of the IRC's layout. Such meetings may or may not be announced, outside of providing an approximate start time to the membership.
 - a. A regular meeting that is to be held in a location outside of the location given above must be announced at least three (3) days prior to the meeting taking place.
2. The IRC will conduct business at the beginning of each regular meeting as needed. Under normal circumstances, the President will run a business meeting. However, the President may appoint another administration member to run the meeting should he or she be unable to attend. Discussion of upcoming events may also take place during this time.
3. Special meetings may be called by the President, Treasurer, or any authorized agent to conduct business that is too urgent to wait for a regular meeting. For all intents and purposes, a special meeting serves the same function as a business meeting and all rules for business meetings apply. Special meetings must be announced to the membership at least two (2) days in advance. Under normal circumstances, the President will run a special meeting. However, the President may appoint another administration member to run the meeting should he or she be unable to attend.
4. A quorum, defined as at least two-thirds of the entire membership, must be present or have sent a proxy vote to accomplish business binding on the club.

III. Administration

1. The IRC administration will consist of five executive officers. The roles consist of President, Vice President, Secretary, Treasurer, and Membership Director. These roles align with the mandated positions required by the University to form an RSO.
 - a. The President is responsible for holding meetings, conducting business on behalf of the club, and delegating tasks to the members of the club.
 - b. The Vice President is second-in-command of the club. In the event where the President is absent, the Vice President has the authority to run meetings or create alternative plans.
 - c. The Secretary is responsible for documenting club events. This can consist of taking meeting roll calls, photographing club events, and updating our social media and web pages.
 - d. The Treasurer is responsible for the club budget. They will maintain the cash box and the RSO accounts held with the University.
 - e. The Membership Director is responsible for recruiting. They can help the Secretary advertise the club online, and they can work with the Treasurer to collect annual membership dues.
2. Each officer will serve a term of one calendar year, beginning at the end of the school year and continuing until RSO re-registration in the Spring when elections are held.
3. The executive offices will be filled by election prior to the end of the preceding school year. Each officer must be elected with a majority vote from the membership. If no consensus can be reached, or there is only one candidate running for a position, the President will nominate the person they see fit.
 - a. A member wishing to submit their candidacy for an executive office must be nominated by another member who is not running for office at a business meeting.

IV. Membership and Voting

1. Membership in the IRC is open exclusively to students or faculty/staff of the University of Illinois at Urbana-Champaign. All members are required to pay dues each semester, which is set at ten (10) dollars per semester.
 - a. Dues may be waived in favor of receiving a donation of equipment or supplies to the IRC. Such donations must include a documented value by presentation of a receipt or invoice from their purchase.
 - b. Any exchange of a donation for dues must be in the best interest of the IRC. Members should consider this before proposing their donation. Final approval will be made by three (3) of the five (5) administrators.

- c. Generally, the documented or determined value of the donation must be greater than or equal to the value of dues that will be waived.
2. Any member of the IRC has the right to vote on any business presented at a meeting. If a member wishes to vote on business that will be presented for a vote at a meeting which they cannot attend, they may vote via proxy voting.
 - a. Any member who is not present at a meeting and has not sent a proxy vote will automatically be considered an “abstain” vote.
 - b. “Business” is defined as any action, individual or collective, that will require an expenditure of club funds in excess of \$100 (see also V.1.c), result in modification to the club layout, permanently alter these bylaws, elect a member to an office, or involve the club as a whole.
3. Keys to the IRC’s layout will be distributed by the club administration to members who have shown the most interest in working on the layout. These members will be identified through consensus of at least three (3) of the five (5) administrators.
4. Members who are more than one (1) semester behind in dues are not eligible to vote on business, possess a key to the layout, or run for office. Members who are more than two (2) semesters behind in dues may not store their equipment on the layout.
5. Membership may be terminated at any time at the request of the member being terminated. The member should contact the Treasurer to resign.
6. Members may be granted a leave of absence if they will not be present at the club for a minimum of one semester. The member requesting a leave of absence must contact the Treasurer. Dues will be waived for the duration of the member’s absence if approved.

V. Expenditures and Deaccession of Assets

1. In the course of performing maintenance and making improvements to the club layout, it is necessary to expend some of the IRC’s assets. There will be a system in place to make such expenditures as follows.
 - a. Expenditures of up to and including fifty (50) dollars may be authorized with the sole consent of the Treasurer. As such, it is necessary for the Treasurer to exercise good judgment and prudence when authorizing such expenditures.
 - b. Expenditures greater than fifty (50) dollars but less than one hundred (100) dollars may be authorized with the consent of the President, Treasurer, and at least one authorized agent. Alternatively, such an expenditure may be authorized with the consent of the Treasurer and at least two authorized agents.
 - c. Expenditures of one hundred (100) dollars or more must be voted on at a business meeting or special meeting and be passed with a majority vote by the membership (see also IV.2.b).

- d. An emergency expenditure may be authorized by the President with the consent of the Treasurer should an event warrant such action. It should be noted, however, that such expenditures must not be used to circumvent the system outlined in parts a-c of this section and will only be used when circumstances have created a situation in which an expenditure is absolutely necessary for the well being of the IRC.
2. As a means of raising funds or to remove unwanted assets from the IRC's possession, the membership may choose to deaccess certain assets. Any member may recommend the deaccession of an asset to either of the club officers or any authorized agent.
 - a. Upon receiving a recommendation to deaccess an asset, the President and Treasurer will discuss with the authorized agents the validity and purpose of deaccessing the asset.
 - b. If at least three (3) of the five (5) administrators agree that it is in the best interest of the IRC, then the IRC may begin to deaccess the asset. However, every effort must be made to inform the membership of the pending disposition of the asset and determine if the membership would prefer to retain the asset.
 - c. If a member wishes to retain an asset pending disposition, they must first inform the President of their petition, who will then bring the disposition of the asset up for discussion at a business meeting. An asset must not be deaccessed while a petition to retain it is pending.
 - d. If a petition to retain an asset pending disposition is successful, the asset shall be retained for a period no shorter than six (6) months before it can once again be brought up for deaccession. If a petition to retain an asset pending disposition fails, the club may continue to attempt to deaccess the asset.

VI. Code of Conduct

1. The goal of the IRC is to provide a safe, sociable forum for all members involved. As such, IRC members are expected to be courteous and respectful of other members and their property. Members who infringe on the personal comfort of others will be required to meet with the President to discuss their actions.
2. IRC members must complete their dues payments during the semesters for which they are considered a member.
3. IRC members are responsible for returning all tools to their proper location when the task for which they are using them is complete.
4. IRC members are responsible for treating the club equipment with respect and care. If a piece of equipment breaks while conducting normal operations, members should document the failure and inform the appropriate parties to avoid confusion.

5. While in public, IRC members are expected to act in a manner that reflects positively upon the club and the university as a whole.
6. No unauthorized movement or handling of any other member's equipment is permitted unless it is obstructing work to the layout or operation of another train.

VII. Amending the Bylaws

1. Over the course of time, it is likely that these bylaws will need to be altered to account for conditions that have changed. Such amendments may be made through the following process.
 - a. Any member wishing to amend the bylaws must first draft a new version of the bylaws and make their changes easy to identify. The draft must be grammatically and mechanically clean to be considered by the administration.
 - b. The member must then present the new draft of the bylaws to the IRC administration, who will make any recommendations to the member regarding their changes.
 - c. Once the member is satisfied with their draft, they will request the President to bring the amendment up for a vote at a business meeting or special meeting.
 - d. At the meeting, the member will identify their changes to the membership and will take feedback on their draft. If, after receiving feedback, the member feels that the draft is not yet ready, they may withdraw it from the meeting.
 - e. If, after receiving feedback, the member feels that the draft is ready to be voted on, a vote may be taken.
 - f. In order for an amendment to the bylaws to be passed, a two-thirds majority of the entire membership must vote in favor of it. If the amendment passes, the IRC will adopt the member's draft as the new bylaws.

VIII. Superiority of Documents

1. In cases where these bylaws conflict with any instructions from the University or local, state, or federal laws, the conflicting instruction or law will govern.