

ARTICLE III – OFFICERS AND DUTIES

The officers of the AZ Division shall be a Director, a Superintendent and a Chief Clerk/Paymaster.

Section A: Director:

1. The Director shall act as the representative of the AZ Division in all matters before the Board of Directors of the PSR. The Director shall cooperate with the Superintendent in the promoting of the programs and purposes of the AZ Division. The Director shall be elected in accordance with the PSR By-Laws and Manual of Operations.

Section B: Superintendent:

1. The Superintendent shall be the Executive Officer of the AZ Division with the total responsibility and authority for the achievement of the purpose of the AZ Division. The Superintendent shall preside at all Meetings of the Members, the Executive Advisory Committee and shall appoint such committees as may be required by the PSR and such other committees as may be required to further the purpose of the AZ Division. The Superintendent shall authorize and direct the expenditure of all AZ Division funds by the Chief Clerk/Paymaster, and shall at all times cooperate with the PSR through the Director. The Superintendent shall be an ex-officio member of all AZ Division committees, without vote, except for the Executive Advisory Committee as specified in these By-Laws.

Section C: Chief Clerk/Paymaster:

1. The Chief Clerk/Paymaster shall act as Secretary/Treasurer of the AZ Division and keep accurate records of all Meetings of the Members and of the Executive Advisory Committee. The Chief Clerk/Paymaster shall maintain a record of all current members of the AZ Division and a record of all persons attending AZ Division functions. The Chief Clerk/Paymaster shall receive and record all monies coming into the AZ Division treasury and shall deposit them in a convenient bank or Savings and Loan in the name of the AZ Division with a signature card for withdrawal by either the Chief Clerk/Paymaster or the Superintendent. The Chief Clerk/Paymaster shall make all disbursements as authorized and directed by the Superintendent. The Chief Clerk/Paymaster shall arrange for an annual audit by the Audit Committee and shall submit a complete financial report and Financial Statement for the audit not less than three (3) weeks prior to the Annual Meeting of Members. The Chief Clerk/Paymaster shall have the complete financial report and Financial Statement together with any comments from the Audit Committee available for examination during the Annual Meeting of Members and shall cause them to be published in the SPUR LINE, in the next available issue following the annual Meeting of Members.

Section D: Terms of Office:

1. The Division Officers shall be elected by mail ballot for a term of two (2) years except as provided for in Section E, Vacancies, Paragraph 2.
2. The Director, Superintendent and the Chief Clerk/Paymaster shall take office in the odd numbered years.
3. The elected officer(s) shall take office during the Annual Meeting of Members.
4. No officer(s) shall continue in office for more than six (6) years less one (1) day.

Section E: Vacancies:

1. In the event of an elected office being permanently vacated for any reason, the functions, duties and responsibilities of that office shall be fulfilled as set forth below until a successor shall have been duly elected.

<u>Office Vacated</u>	<u>Interim Successor</u>
Director	Superintendent
Superintendent	Chief Clerk/Paymaster
Chief Clerk/Paymaster	Any Life of Regular member of the AZ Division appointed by the Superintendent

2. The permanent vacancy of any elected office of the AZ Division, no matter how caused, shall be filled by a special election for the unexpired term within ninety (90) days of the occurrence of the vacancy. Elections to fill such vacancies shall be by mail ballot.

Section F: Removal from Office:

1. Any elected officer of the AZ Division may be removed from office by written ballot in a special election. A special election for removal of an elected officer may be requested by submitting to the Superintendent of Chief Clerk/Paymaster a petition requesting a special removal from office election together with the names of two (2) eligible candidates willing and able to serve for the unexpired term. This petition must be signed by AZ Division Life and Regular members eligible to vote in the immediate past regular election, equal to thirty (30) percent of the total votes cast in that election. A special election shall be held within ninety (90) days of receipt of a petition meeting these requirements.

ARTICLE IV – COMMITTEES

1. The following committees shall be appointed by the Superintendent with written notification of their appointment sent to the President of the PSR: Membership; Contest; Nominating; Public Relations and Achievement Program. In addition to these committees the Superintendent shall appoint the following committees: Audit; Activities; Railette; member Aid; Publications (SPUR LINE editor) and Estate Counseling.
2. The Audit Committee shall be composed of at least three (3) members of the AZ Division not designated as a Chairperson of any other Committee.
3. An Executive Advisory Committee is hereby established with the Superintendent as Chairperson and shall consist of the Director, the Chief Clerk/Paymaster, the chairpersons of all committees, except the Audit Committee Chairperson, and when so appointed by the PSR, the PSR Convention Chairperson for PSR Conventions held within the AZ Division. The committee shall meet at least three times a year at the call of the Superintendent

ARTICLE V – THE SPUR LINE

1. There shall be one official publication for the AZ Division, which shall be known as the SPUR LINE. This publication shall be issued at least three times a year. The SPUR LINE shall carry all AZ Division mail ballots and official notices of meetings to the membership.

ARTICLE VI – FISCAL RESPONSIBILITY

1. The only source of income available to the AZ Division are the receipts from entry fees to the Division meetings. Therefore it is the responsibility of the Superintendent and Chief Clerk/Paymaster to insure that the proceeds from each meet are sufficient to cover the expenses incurred to put on the meet. The Superintendent and Chief Clerk/Paymaster, with the consent of a majority of the AZ division members present at a business meeting, have the authority to set the entry fees for the Division Meets.
2. The expenses associated with a meet are: Publication of the “Spur Line” (printing and postage), facility rental, facility cleaning deposit (usually refundable), refreshments (usually coffee and doughnuts), supplies for the Raillette program, contest awards (usually purchased to cover many meets and prorated for each meet), bulk mailing permit (purchased annually and prorated for each meet), promotional materials (copies and postage), meet supplies (name tags, popular vote ballot copies, etc.) and special events expenses (such as Bar-B-Que supplies).
3. The AZ Division will normally incur expenses that are not directly associated with meets, such a promotional materials for membership tables at various functions held in the Division territory. Examples are: The Great American Train show, Sahuaro Central Swap Meets, Railfair, etc.
4. The Superintendent and Chief Clerk/Paymaster may engage in fund raising projects for the benefit of the AZ Division. Such projects might include AZ Division shirts, hats, pins, patches or purchasing a model to be raffled off at a Division Meet. All profits from such fund raising projects are to be deposited in the AZ Division’s bank account an a report of the project result is to be provided to the membership on a periodic basis until the effort is complete.
5. No members are permitted to commit the AZ Division for any expense without express consent form or at the direction of, the Superintendent.

ARTICLE VII – AMENDMENTS

1. These By-Laws may be amended by a two-thirds (2/3) majority of the votes cast an the Annual Meeting of Members or any Special Meeting of Members called for such purpose, of which prior notice shall be given in writing to all AZ Division members at least thirty (30) days prior to the meeting.
2. These By-Laws may also be amended by a two-thirds (2/3) majority of the votes cast in a mail ballot, providing that a notice shall have been mailed to all AZ Division members at least thirty (30) days prior to the ballot deadline.

Adopted August 21, 1988

ARIZONA DIVISION
PACIFIC SOUTHWEST REGION
NATIONAL MODEL RAILROAD ASSOCIATION, INC.

BY-LAWS

PREAMBLE

The Arizona Division (AZ Division), having been established by the Pacific Southwest Region (PSR), of the National Model Railroad Association, Inc. (NMRA), as an operating unit in the designated territory, does hereby adopt and proclaim the following By-Laws to govern it’s operation.

ARTICLE 1 – PURPOSE:

The primary purpose of this AZ Division shall be to further the enjoyment of the hobby of model railroading and to promote the aims of the PSR and the NMRA within the AZ Division.

ARTICLE II – MEMBERSHIP AND VOTING RIGHTS:

Section A. Members:

The membership of the AZ Division shall consist of all classes of members of the PSR residing within the geographical territory designated by the PSR.

Section B. Meetings of Members:

The AZ Division shall hold at least three meetings each year, one of which shall be designated the annual Meeting of Members. Unless designated otherwise by the Superintendent of the AZ Division, the Annual Meeting of Members will be held in the last quarter of each calendar year and shall coincide with the change of officers.

1. Special Meetings:

Special Meetings for any purpose may be called at any time by the Superintendent of the AZ Division or by not less than twenty (20) Life of Regular members of the AZ Division requesting such a meeting. Any call for such a meeting shall be forwarded to the Chief Clerk/Paymaster of the AZ Division in writing and is to state the nature of the business to be transacted.

2. Notice:

Notice of all Meetings of Members shall be given by publishing in the SPUR LINE and shall specify the place, the day and the hour of the meeting, and in the case of a special meeting the general nature of the business to be transacted.

3. Quorum:

Ten (10) percent of the Life and Regular members of the AZ Division, present at a Meeting of Members, shall constitute a quorum. The members at a duly called and held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

4. Voting:

Each Life or Regular member of the AZ Division shall be entitled to one vote on all matters submitted to a vote of the members. The deadline set for mail ballots shall not be less than thirty (30) nor more than sixty (60) days from the date of publication in the SPUR LINE.