

# BY-LAWS OF THE SOONER DIVISION OF THE T.T.O.S.

## ARTICLE I OBJECTIVES

Objectives of the Sooner Division of the National TTOS organization shall be to promote interest in toy train operation and collection, and to join in fellowship present and future members of the society residing in the geographical area of the Division.

## ARTICLE II MEMBERS

All members of the Sooner Division shall be classed as regular members.

**Section 1.** Eligibility for membership - Membership shall be open to any person eighteen years of age or older, and who operates or professes an interest in toy trains of any scale, gauge or type, and who is a current paid member of National TTOS.

**Section 2.** Qualification and Admission - Members shall be persons of responsibility, integrity, and high standing in their communities in which they reside. An applicant shall be admitted to membership status only upon approval of the Board of Directors or such membership committee as the Board may appoint.

**Section 3.** Termination of Membership - A membership shall terminate upon the death or registration of the member, or upon his or her expulsion by a majority vote of the Division Board of Directors.

- A. A member may be expelled for nonpayment of dues or for conduct which the Division Board of Directors shall deem detrimental to the best interest of the society or the Division.
- B. A member may not transfer his membership or any right arising therefrom, and any attempt to do so shall cause such membership to terminate automatically.
- C. All rights of a member in the Division or the use of Division property shall cease upon termination of his or her membership.

## **ARTICLE III**

### **DUES**

Yearly Division dues shall be due and payable on the 1<sup>st</sup> day of January each year and delinquent on the following 1<sup>st</sup> day of April. Dues shall be an amount fixed by the Board of Directors.

## **ARTICLE IV**

### **MEETINGS**

General meetings shall typically be held in the months of April and October of each year. A minimum of two additional Division meetings during the same calendar year will be scheduled by the Division Board of Directors. Advance notice of scheduled meetings will be given to all Division members prior to fifteen days of the scheduled meeting date. Notification of meetings will be in writing and sent via the US Postal Service or sent electronically by means of email.

## **ARTICLE V**

### **VOTING**

Each Sooner Division member in good standing shall have one vote cast by ballot for elections or change of Division By-Laws. Absentee ballots will be provided upon request of the Division Secretary. Absentee ballots must be returned to the Division Secretary and be in his or her possession five days prior to the General Meeting concerning proposed By-Law changes or Division elections.

**Section 1.** A quorum will be defined as a minimum of seven Sooner Division regular members at any meeting and must be present to transact Division business with the following exceptions:

- A.** Members submitting absentee ballots will be considered as “present” when verifying a quorum.

## **ARTICLE VI**

### **OFFICERS**

Officers of the Sooner Division shall be: President, Vice-President, Secretary, Treasurer, and three Director positions. Officers and Directors shall comprise the Sooner Division Board of Directors.

**Section 1.** In the case of a newly elected president the immediate past president shall automatically become an additional Director for the following two years if not elected to any other Sooner Division office.

## ARTICLE VII

### DUTIES OF OFFICERS

**President** - The President shall be the Executive Officer of the Division and, subject to the control of the Board of Directors, he or she shall have general supervision, direction, and control of the affairs of the Division. He or she shall preside at all Division General Meetings and meetings of the Division Board of Directors and attend National Board meetings or assign a proxy in his or her absence to participate in National Board meetings.

**Vice-President** - The Vice-President shall in the absence or disability of the President, perform all duties of the President, and when so acting shall have the powers of, and be subject to, the restrictions incumbent upon the President.

**Secretary** - The Secretary shall keep a book of minutes of all Division Board and General Meetings, provide a copy of each to the President at least five days before each General Meeting, be responsible for the correspondence of the Division, keep a register showing names, addresses and contact information of Division members and must be in compliance with National TTOS By-Laws Article V Sections 5 and 8 concerning Division meeting minutes and financial reports.

**Treasurer** - The Treasurer shall maintain adequate and correct books of account showing receipts and disbursements of the Division and an account of its cash and other assets, if any. He or she shall deposit all moneys of the Division with such depositories as designated by the Board of Directors. Have available for presentation all Divisions records for audit, by a duly appointed auditor, in November or December of each year. The auditor shall be appointed by the Board of Directors.

**Directors** - The Directors shall attend Division Board Meetings, help to formulate the direction of the Division, hold equal voting rights with the Officers, and generally, work toward organized procedures within the Division.

## ARTICLE VIII

### ELECTIONS & TERMS - OFFICERS & DIRECTORS

Officers and Directors shall be elected bi-annually at the April meeting for a term of two years. Installation of officers shall be held after the close of the April meeting and terms of each office will be affective at that time.

**Section 1.** Elected Officers and Directors may hold the same office until they choose not to run or are not voted to retain their office position at the general election.

## **ARTICLE IX**

### **DUTIES OF THE BOARD**

The Board of Directors shall meet a minimum of four times per calendar year, at a time and place determined by that body, to conduct the business of the Division and plan special events.

**Section 1.** Four members of the Board shall constitute a quorum to conduct business.

**Section 2.** Special Board Meetings may be called by the President and must be called by written request of two or more Division Board members.

## **ARTICLE X**

### **VACANCIES IN OFFICE**

Vacancies in office due to resignation, death, or removal from office, shall be filled by appointment of the Board of Directors. In the event of vacancies of both President and Vice-President, the new President shall be chosen from the Directors by a vote of the Board and remaining positions will be appointed by the Board.

## **ARTICLE XI**

### **FEES & COMPENSATION**

Members of the Board of Directors shall serve without compensation. Reimbursement for expenses approved by the Board shall be made upon presentation of documented expenses to the Board.

**Section I.** No member of the Sooner Division shall buy, sell, contract, pledge, or render the Sooner Division liable for any purpose or amount without approval of the Board of Directors.

## **ARTICLE XII**

### **AMENDMENT OF BY-LAWS**

Division By-Laws can be amended by 2/3 vote of the Sooner Division members present at any general meeting, including mailed ballots.

**Section 1.** Proposed changes to By-Laws must be pre-announced to Divisions members by written notice or by electronic email at least one month in advance of the scheduled general meeting.

**ARTICLE XIII**  
**GOVERNING BY-LAWS**

The By-Laws of the National TTOS shall govern the construction of the Sooner Division By-Laws.

**ARTICLE XIV**

All procedures not covered in these By-Laws shall be governed by Roberts Rules of Order.

---

**3-31-2017** Adopted at Business Meeting - (replaced July 1998 version)

**10-10-2020 Revised at Business Meeting** - Eliminated wording concerning junior membership which has been eliminated by the National organization. Deleted requirement that newly elected Division Presidents be required to be a past Division Board Member. Added a fourth Director position for the past President if not elected to another officer position.