

Kansas Central Model Railroaders, LLC

Operations Manual

The Kansas Central Model Railroaders, LLC is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the Kansas Central Model Railroaders, LLC, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in Reno County, state of Kansas where the principal office of the Kansas Central Model Railroaders, LLC is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 1: Definition of Purpose

- A. This manual's purpose is to define the day to day operation of the organization.
- B. It does not supersede, replace, or take precedence over the organizations By-Laws and must be written in accordance with the By-Laws of the organization.

Section 2: Responsibility of Members

- A. Annual dues are \$36 per year.
- B. New member dues are pro-rated at \$3 per month for months remaining in the current year. New members receive the month they apply free.
- C. All members are encouraged to attend club meetings and club events.
- D. Members who volunteer to participate at club events are expected to fulfill their commitments and if not able to do so contract the event coordinator.
- E. Proper conduct by members is expected at all club meetings and events. This includes respecting other members points of view, not being disruptive during meetings and refrain from using foul language.

Section 3: Meetings

- A. Monthly business meetings will normally be scheduled on the 1st Saturday of the month and will start promptly at 1:00 pm.
- B. Monthly business meetings will be held at a location capable of accommodating the membership and will be pre-announced by email or written notice.
- C. A meeting agenda will be provided at each business meeting compiled by the Club President or under his or her direction.
- D. In the event a business meeting falling on a major holiday, the meeting will be changed to another appropriate date.

(Reference: EIN 81-4700400)

Section 4: Internet / Social Media

- A. The club will maintain a website or webpage to provide information about the club's purpose, its history and scheduled functions. All costs to setup and maintain a social media account or website / webpage must be approved in accordance with Article 6 Sections 1 of the club's By-Laws.
- B. The Executive Committee will appoint administrator(s) to manage the club's Internet / Social Media accounts.
- C. Information posted on a club Internet site or on Social Media must be in accordance with guidelines stated in Article 2 Section 1 of the club's By-Laws.

Section 5: Club Treasury

- A. Two (2) signatures shall be required on checks issued by the club. Any two of the four officers may sign.
- B. The club Treasurer is to have available at all business meetings the club's checkbook.
- C. The club Treasurer is to have a financial report of the previous month's activity at monthly business meetings.
- D. A yearly financial statement will be available at the next club business meeting following its completion and submission to the IRS.
- E. The treasurer shall be responsible for paying disbursements by check. Checks more than one hundred (100) dollars shall not be written without prior approval of the club membership. Any expenditures equal to or less than one hundred (100) dollars may be approved by the Executive Committee.

Section 6: Operating Rules.

- A. The following rules shall apply for operation at shows:
 - a. All members are to assist, if possible, in preparation and transportation of modules and ancillary equipment to and from shows, including setup and tear down.
 - b. Following setup, all carry cases, boxes, and other personal property shall be stored in an "out of the way" area.
 - c. No person shall leave a train running unless arrangements have been made with another operator to watch it.
 - d. All available members are to take scheduled shifts tending the throttle controls.
 - e. Guests may operate on a club layout subject to the operating rules and under the supervision of a club member.
 - f. Any equipment left at the layout is the responsibility of the owner; no one should use another person's equipment without the owner's permission.

Reference: EIN 81-4700400

Adopted: 01/07/2017

Revised: 08/13/2017 (Added language to meet IRC Section 501(c)(3) requirements.)

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