



Rules of Operation NCR-NMRA INC.

Article I Name, Purpose and Boundaries

Section 1

This organization shall be known as the NORTH CENTRAL REGION N.M.R.A., Inc., hereafter referred to as the NCR.

Section 2

Purpose of the region is stated in Article II of the By-Laws.

Section 3

The territory encompassed by the NCR shall be designated by the NMRA and shall include the counties of Adams, Allen, *Blackford*, DeKalb, *Grant*, *Huntington*, *Jay*, Kosciusko, Lagrange, Noble, Steuben, *Wabash*, *Wells* & Whitley in Indiana; all Michigan counties except Berrien, Cass, and those counties in the Upper Peninsula lying west of the county lines of Luce and Mackinac; and Ohio counties of Allen, Auglaize, Crawford, Defiance, Fulton, Hancock, Henry, Lucas, Mercer, Ottawa, Paulding, Putman, Sandusky, Seneca, Van Wert, Williams, Wood & Wyandot.

Article II Membership and Dues

Section 1

A regular member is any person who is a member in good standing of the NMRA and resides in the territory comprising the NCR as defined in Article I, Section 3 above. *A regular member shall also be a member of the Division which includes the location where they reside unless the regular member notifies the region that they choose to be a member of another division within the Region. The member will then be allowed to hold office and vote in the **Division of their choice** and that division only.*

Section 2

Subscription to the print version of the NCR publication will be an extra charge at rates determined by the NCR Board of Directors, except as provided in Art. II, Sec. 3.

Section 3

Life membership in the NCR is no longer available as of February 1, 2005. Those who held life membership status prior to February 1, 2005 will receive lifetime subscription to the print version of the NCR publication.

Section 4

Due to insurance and liability considerations, per NMRA rules the maximum number of visits to NCR and Division events shall be limited to three per guest.

Article III Voting

Section 1

All Regular members shall be entitled to vote during any election approved by the NCR Board of Directors.

Section 2

Voting on amendments to the NCR By-Laws or Rules of Operations and for the election of officers shall be by secret ballot of all regular members and shall be decided by a simple majority of those voting.

Section 3

All other matters of business shall be decided by simple majority vote of the members of the Board of Directors in attendance at any meeting.

Article IV Meetings

Section 1

There shall be two regular Board of Directors meetings each year in the Spring & Fall, held in conjunction with an NCR convention when possible. The President shall call the meeting by written notice sent by Secretary 30 days prior to the meeting. Published agenda and motions will be sent to all officers and directors 15 days prior to a meeting. Matters at Board of Directors meeting will only be voted on by members of the Board of Directors.

Section 2

The annual business meeting will be held during the annual NCR convention and matters at the annual meeting will be voted upon by the membership in attendance.

Section 3

A special meeting may be called by the President or three members of the Board of Directors. Written notice must be sent to all members at least fifteen days prior to meeting.

Section 4

A special meeting may be called upon receipt of written petition from thirty members to the Board of Directors, no more than half from any division. A written notice must be sent to all members at least thirty days prior to the meeting and only such business as is specified in the meeting notice shall be considered at any special meeting.

Section 5

The attendance of twenty five members at any regular annual or special meeting shall constitute a quorum.

Section 6

Unless otherwise provided, Robert's "RULES OF ORDER" shall prevail at all meetings.

Article V Conventions

Section 1

There will be an annual NCR convention hosted by one of the region's Divisions each year, preferably in the Fall. Hosting responsibilities will rotate among those Divisions with sufficient resources to manage the event.

Section 2

Any contract, commitment or expenditure associated with a regional convention that exceeds \$1000.00 must be approved in advance by the Treasurer.

ARTICLE VI Officers and Directors

Section 1

The operation of the North Central Region shall be managed by a Board of Directors whose membership shall include the following:

Four elected officers: President, Vice-President, Secretary, and Treasurer

Two elected Directors

Most recently retired President

Superintendent of each Division

The officers and two Directors shall be elected according to Article VIII of the Rules of Operation.

Section 2

The elected officers and elected Directors shall serve two-year terms commencing on January 1 of each odd-numbered year and ending on December 31 of the following even-numbered year. The most recently retired President shall serve as a Director until replaced by a succeeding retired President. Each Division Superintendent shall serve as a Director until replaced by the successor from his Division. If a Division Superintendent is elected as a regional officer or Director, or becomes a Division Superintendent while serving as a regional officer or Director, that Division must designate another member to serve as a Director.

Section 3

Officers and elected Directors shall not serve in the same office for more than two consecutive terms. Each Division Superintendent may serve as a *Member of the Board* until replaced by his Division.

Section 4

All officers, Directors, and other officials of the region shall serve without recompense.

Section 5

The President shall perform all of the usual duties of that office, and shall preside at all meetings of the region and all meetings of the Board of Directors. The President shall appoint the Chairmen of all necessary committees except those Chairmen specifically designated in the By-laws.

Section 6

The Vice-President shall perform all the usual duties of that office, shall assist the President with the duty of promoting membership and interest in the NMRA, and shall serve as Chairman of the Region Promotion Committee. He/she shall succeed to the office of President if that office is vacated for any reason and shall serve until the next regular election.

Section 7

The Secretary shall perform all of the usual duties of that office, and shall keep the minutes of all regional meetings and Board of Directors meetings. He/she shall notify the general membership of all regional meeting times and places, and shall arrange for the preparation and distribution of election ballots as required in Article VIII. He/she shall also prepare and distribute ballots requiring votes of any kind from the general membership, including but not limited to proposals to change the Bylaws and polls regarding changes in Division boundaries or status. He/she will notify and send the NMRA Division Certification of Membership form to all NCR Divisions and forward all Division information to the NMRA national office by January. If the office of Vice-President is vacated for any reason, the Secretary shall succeed to that office and serve until the next regular election.

Section 8

The Treasurer shall perform all of the usual duties of that office, and shall have custody of financial reports and all monies, funds, and property of the region unless otherwise designated by the Board of Directors. He/she shall prepare and submit reports on the financial condition of the region at each Board of Directors meeting and shall furnish a detailed financial statement at the annual business meeting, such statement to be subject to audit. He/she shall receive all monies and deposit them in such banks as designated by the Board of Directors, and shall make all dispersals by check. All dispersals are subject to approval by the Board of Directors, who may at their discretion designate certain classes or amounts of expenditures to be of a routine nature not requiring specific approval. The Treasurer shall file or arrange for the filing of all corporation financial returns required by the IRS or other government entities in a timely manner.

Section 9

The Board of Directors shall manage the business affairs of the region, and shall act on behalf of the general membership in all instances which are not specifically provided in the Rules of Operation and which in their opinion do not require action by the general membership.

Section 10

Except as provided in Section 6 and 7, in the event that an elected Director or officer position is vacated for any reason, the Board of Directors shall elect a successor to serve until the next regular election. This process shall be directed by the President and may be conducted by electronic communications.

Article VII

Committees

Section 1

A Nominating Committee shall be formed in accordance with Article VIII, Election of Officers.

Section 2

The Regional Promotion Committee shall consist of the Vice-President as chairman, the President, and such members as the Chairman shall appoint. The committee shall actively assist national promotional efforts of the NMRA. in addition to its activities in promoting membership in and the furthering of the purposes of the North Central Region. Unless the President appoints a special committee for the purpose, the committee shall be the sponsor of any regional promotions which may be planned in connection with meetings. The Chairman shall be responsible for presentation to the editor of the NMRA national publication of any regional information which is suitable for publication in that periodical.

Section 3

The Regional Publication Committee shall consist of an Editor-Chairman, who shall be appointed by the President, and such additional members as the Chairman shall appoint. The committee shall be responsible for the preparation, publication, and distribution of the regional publication entitled Hot Box, and shall assist the Board of Directors and other committees in the dissemination of information to the members.

Section 4

The Membership Committee shall consist of the NCR Registrar as Chairman, who shall be appointed by the President, and such additional members as the Chairman shall appoint. The committee shall receive all membership applications, processing them in accordance with such procedure as the Board of Directors may establish, and shall be responsible for maintaining the official roster of membership of the region.

Section 5

The President shall appoint any temporary committees which should become necessary.

Section 6

The term of office of all committee members and chairman shall follow the term of office of the President who appointed them unless otherwise specified in the by laws. There shall be no limitation with regard to the number of consecutive terms served in any one position unless specifically set forth in other provisions of the by laws or rules of operation, and the officers of the region may serve as committee members or chairmen in addition to their other duties.

Section 7

All committee appointments shall be subject to the approval of the Board of Directors.

Article VIII

Election of Officers

Section 1

Elected regional officers shall include President, Vice-President, Secretary, Treasurer, and two Directors.

Section 2

Elections shall be held in every even-numbered year, with terms of service defined and limited according to Sections 2 and 3 of Article VI.

Section 3

The election process shall be conducted as follows:

1. The President shall appoint a Nominating Committee by March 15 of an election year. The committee shall include five members representing at least four Divisions, three of whom must not be NCR officers or directors.
2. Notice of the pending election shall be given to the general membership in the March issue of the regional publication along with a call for nominations and deadline of May 1 for submissions.
3. The Nominating Committee shall review candidate qualifications and submit a proposed slate of candidates to the BOD via USPS or suitable electronic means no later than June 15.
4. The BOD shall review and approve the final slate of candidates no later than July 15.
5. Candidates may submit a brief written profile and personal photo for publication in the September regional publication.
6. The Secretary shall oversee the distribution of ballots with the assistance of the NCR Webmaster between September 1 and October 1. Electronic balloting via the internet will be used for all members who have a valid email address on file with the NCR. Paper ballots will be sent via USPS to members with no email address of record. Any communication to a member shall be deemed sufficient if sent to the last known email or physical address provided to the NCR.
7. Ballots must be filed online or returned to the designated USPS address and postmarked no later than October 15. Ballots shall be tabulated by the Secretary and Webmaster and reported to the President no later than November 1. The candidate for each office receiving the majority of votes on the returned ballots shall be declared the winner. In case of a tie vote, the President shall poll the BOD via USPS or suitable electronic means and the candidate chosen by the majority of responses from the BOD shall be declared the winner. If a current BOD member is involved in the tie vote, that member cannot participate in the poll.

8. The results of the election shall be released by the President to the Secretary and reported to the general membership in December regional publication.
9. In the event there are uncontested candidates for all offices on the ballot, the BOD shall vote to ratify the slate without the member ballot process.

Article IX Divisions

Section 1

Members of the NCR may attend and participate in the activities of any Division in the Region, but members may only vote or hold elected offices in their home Division. The home Division is determined by the member's county of residence, unless the member notifies the NCR and designates another Division of choice, in which case the member may then vote or hold office in that Division only. The NCR shall make available a convenient form and process for members to exercise this option.

Section 2

Division boundaries shall be based on county boundaries. An existing Division may request adding a county or counties not assigned to another Division by submitting a petition signed by 20% of their members to the NCR Board. Upon majority Board approval of such petition, the Secretary shall notify NMRA headquarters of the boundary changes.

Section 3

NMRA members residing in a contiguous group of counties may petition the NCR Board of Directors for permission to establish a new Division of the NCR, such petition to specify the proposed area of the Division, be signed by at least ten percent of members residing in that area as listed in the current NMRA membership list at National Headquarters and be presented to the NCR secretary for consideration by the NCR Board. Upon approval by the Board, the NCR Secretary shall poll all members in the affected area. Upon approval by a majority of votes received, the sponsoring group shall invite all affected members to an organizational meeting for the purpose of preparing By-Laws for the new Division, which should be kept to a minimum of complexity but include:

- A. Name of Division
- B. Boundary descriptions
- C. Membership & voting requirements
- D. Meeting provisions
- E. Offices, terms and duties of officers
- F. Election procedures
- G. Non-conflict provision
- H. Ratification and amendment procedure

Section 4

Any county in the NCR not included in an existing Division may be assigned to a Division by majority vote of the NCR board.

Section 5

Divisional By-Laws and any subsequent modifications to same shall be submitted to the NCR Board of Directors for approval. To insure maximum freedom of operation to divisions, considerations of the board in regard to such approval shall be limited to matters directly affecting the NCR as a whole, the protection of rights of individual members, relationships between the Division and the NCR or any other Divisions, and compliance with NMRA and NCR rules and regulations. As evidence of approval, the board shall grant an official charter to the division, such charter to be for an indefinite period of time conditional upon continued operation in accordance with the approved By-Laws and the By-Laws and Rules of Operation of the NCR.

Section 6

The senior or chief executive officer of each division will be entitled Superintendent of the Division (to prevent confusion with regional and national titles) and shall serve as a Director of the NCR with full powers during his term of office as Superintendent.

Section 7

Conflicts of schedule between divisional activities and regional events, such as conventions, are to be avoided by clearing proposed dates with the NCR Secretary.

Section 8

All officers of a Division must be members in good standing of the NMRA and NCR.

Article X Conflicts

Section 1

Should any part of the Rules of Operation or By-Laws prove to be contrary to law or impractical for any reason, such deficiency shall in no way affect the validity and enforceability of the remainder.

Section 2

In the event of conflict at any time between the NCR Rules of Operation and/or By-Laws, and the rules and regulations of the NMRA, the NCR document(s) shall be considered as amended in principle to agree with the rules and regulations of the NMRA and shall be formally amended to agree at the earliest opportunity.

Article XI

The Board of Directors of the north central region shall be empowered to remove any elected officer for reasons of malfeasance, misfeasance or nonfeasance.

Article XII

All articles under rules of operation may be amended at any regular or special meeting by a majority of voting members of the Board of Directors.

As amended by Board of Directors Action

May 14, 1988
October 14, 1988
September 16, 1990
January 16, 1994
January 21, 1995
February 5, 2005
April 23, 2016
April 22, 2017
October 1, 2023
October 11, 2024