

## CHAPTER RULES AND GUIDELINES

### APPROVED 2020/10/08

- 1 **Creation:** A chapter may be created after a minimum of five members submit a CARM **Application for Chapter** form specifying its proposed name, its geographic area or special interest, the names and member numbers of its founding members and of its initial officer(s).
- 2 **Officers:** Each chapter shall have a Chair. If it has any financial assets it shall also have a Treasurer, who shall not be the same person or in the same family as the Chair. Unless its activities are automatically recorded, it shall have a Secretary. It may also have other officers. Except for the combination of Chair and Treasurer, positions may be combined; eg, Secretary-Treasurer.
- 3 **Members:** The CARM Membership member list shall record chapter memberships. By default, a CARM member should if possible be assigned to a geographical chapter based on the member's address. A member may choose an alternate chapter or may be in multiple chapters. A list of a chapter's members and their contact information or the changes shall be provided to the Chapter Chair at least quarterly.
- 4 **Financial Report:** If a chapter has any financial assets, it shall define its Fiscal Year and its Treasurer shall deliver an annual financial report to all the chapter's members within 3 months of its Fiscal Year End (or when the chapter is dissolved, or optionally at the end of a Treasurer's term) and should also deliver it to the CARM Treasurer.
- 5 **Elections:** Each chapter shall define its officer succession process, such as an election at a fixed period, or when an officer resigns. Any change in officers shall be reported to all members of the chapter and to the Board of Directors within 3 months.
- 6 **Annual Meetings:** Each chapter shall have an annual meeting or equivalent (in person, online or a combination) with all known members invited, to report its financial status, when appropriate to choose new officers, and to discuss issues and plans.
- 7 **Activities:** Each chapter shall have at least two activities or communications among its chapter members (and possibly others) each year. All members of the chapter should be informed of every activity. Any CARM member may participate in any activity of any chapter except voting; any fees charged should be the same as for chapter members. Chapters are encouraged to report their activities to the CARM Newsletter Editor.
- 8 **Dissolution or Deactivation:** If a chapter is dissolved or becomes inactive, after debts are paid any funds and other items of value provided by CARM shall be returned to CARM. Any remaining funds earned by the chapter may be donated to another active chapter, donated to a model train or train related registered charity or museum but are encouraged to be delivered to the CARM Treasurer to be held in trust for a time limit defined by the Board of Directors in case of chapter reactivation. After that, they would be used to support/promote the objectives of CARM.