

LONE STAR REGION
NATIONAL MODEL RAILROAD ASSOCIATION
By-Laws

(As Amended January 2025)

ARTICLE I - Authority and Purpose

1. The authority for the within By-Laws is derived from the Constitution of the Lone Star Region under Article VIII, entitled By-Laws.
2. The purpose of the By-Laws is:
 - a) To set down rules which are to be followed in regulating the general affairs of the Region.
 - b) To advise the rights, duties, and powers of the Membership and Officers in relation to the Region and among themselves.

Article II - Membership and Fees

1. **Membership Dues.** Membership dues may be collected by the National Model Railroad Association at a rate to be established by the Association and distributed to the Region in a manner established by the Regulations of the NMRA. The LSR may process the applications and collect dues on behalf of the NMRA. The LSR may further authorize the divisions to process membership applications and collect dues.
2. **Membership.** Any member in good standing of the NMRA who lives within the geographical boundaries of the region as established by the NMRA, will be a member of the Lone Star Region and the respective division of the Lone Star Region. Only those members who reside within said geographical boundaries will be allowed to vote on issues within the region. No person may be a member of the Lone Star Region, or any division within the region, unless they are members in good standing of the NMRA and no person may be a member of a division unless they are members of the region. The membership categories are defined by the NMRA. The same member opportunities available to NMRA member groups will be afforded to the LSR member.

Any Division within the Lone Star Region may establish a fee to cover the costs associated with maintaining the business of the Division, so long as those fees are not considered a prerequisite for membership in the Division.

3. **NMRA Member rebate.** The LSR Region receives a rebate from NMRA as an allocation of dues. The NMRA allocation of dues shall take into account the number of rebate-qualified resident members within each Region. The LSR region shall keep 50% of the NMRA allocation to support programs and activities and shall also transfer to each active LSR division from the LSR Region's allocation of dues, 50% to support qualifying programs and activities.

ARTICLE III - Duties of Officers

1. The Officers and Directors of the Lone Star Region shall be the **President, Vice President, Board Advisor, Secretary, Treasurer, Directors-at-Large, and Division Directors**. The position of **Board Advisor** shall be filled by the immediate **Past President**. There will also be a **Regional Advisory Council** (herein after called the RAC) Representative and a **RAC Alternate**. Normally the RAC Representative will be the LSR President and the RAC Alternate will be the LSR Vice President. An elected LSR Officer or Director cannot simultaneously be an elected LSR Officer/Director and serve as an NMRA elected Officer/Director. This person can serve one or the other but not both simultaneously. Individuals must be a minimum of twenty-one (21) years of age before taking office.
2. The **President** shall:
 - a) Perform the usual duties of such Officer. Call for and set the Agenda for regular or special business meetings. Sign all legal documents on behalf of the Lone Star Region. Ensuring that finances are managed appropriately.
 - b) Serve as Presiding Officer of the Board of Directors and preside at all regular business meetings of the Lone Star Region. Ensuring compliance with all applicable federal and state laws and regulations.
 - c) Submit reports upon request from the National Model Railroad Association and/or the National RAC Representative.
 - d) Have access to the NMRA membership database.
 - e) After the Treasurer has submitted the budget, appoints a budget review committee to verify the budget before it is forwarded to the Board of Directors for approval.
3. The **Vice President** shall aid and assist the President in all ways possible; and shall preside in the absence of the **President** at meetings or special functions of the Lone Star Region or the Board of Directors. In the event of inability of the **President** to serve, the Vice President shall assume the Presidency and the Board of Directors shall elect a new **Vice President** to fill the un-expired term. In the event that the **Vice President** is unable to assume the Office of President, then the Past President will assume the Office until the Special election can be arranged by the Lone Star Region Board of Directors.
4. The **Secretary** shall:
 - a) Keep minutes of all meetings of the Lone Star Region and the Board of Directors.
 - i) Minutes shall be kept in a substantially-bound book in order that a permanent record may be kept.
 - ii) All main motions, whether accepted or rejected, will be listed along with the name of the person making the motion.
 - iii) A summary of all minutes will be submitted for publication in the next regular issue of *The Marker Lamp*.

- b) Validate, prepare, and mail/post the ballot in accordance with the Article V, Section 6, of the Constitution. Each candidate's status will be reviewed for:
 - i) Must be a current member in good standing with the NMRA.
 - ii) Must meet any IRS and/or Texas requirements to be on the board of a 501(c)(3)
 - iii) Must be 21 years of age.
- c) Have access to the LSR membership information.

5. The **Treasurer** shall:

- a) Prepare a proposed budget to be presented to the President after May 1 to govern the expenditures of the Region for the Fiscal Year. The Fiscal Year, for Internal Revenue Service purposes, shall run from May 1 through April 30.

No less than thirty (30) days prior to submitting a proposed budget, and no later than April 1st, the Treasurer shall ask all committee chairs if any funds will need to be appropriated for that committee chairs department, and will be included in the proposed budget.
- b) Accept all monies due the Lone Star Region and deposit the funds **in insured accounts** in financial institutions insured by agencies of the federal government, or in **money market mutual funds**. Disbursement of all funds will be by check or credit card.
 - i) General Fund. The General Fund, as a business checking account, shall be used to receive and disburse Lone Star Region funds on a day-to-day basis.
 - ii) All accounts shall be audited by a committee appointed by the President prior to presentation to the Annual Meeting of the Board of Directors.
- c) Prepare a financial report to indicate the sources of receipts and the record of disbursements to be presented to the membership at the Annual Meeting and any Board of Directors meeting.

6. The **Regional Advisory Council Representative** will represent the Lone Star Region to the RAC. This person will be the President of the Lone Star Region. The RAC will include one representative from each of the 17 regions within the NMRA and representatives must have access to electronic communication (i.e. e-mail). The LSR President will appoint a person to serve as the RAC alternate. The Alternate will not participate unless the Representative is unable to serve. In the event the RAC Alternate must assume the responsibilities of the Representative, the Board will select a new RAC Alternate. The RAC Representative and Alternate should attend the Board of Directors meetings to maintain an understanding of the LSR on issues, but will have no vote.

7. **Directors** shall serve the best interests of the membership in carrying out the objectives of the Lone Star Region. A vacancy shall be deemed to exist on the Board of Directors when an elected member fails to attend in person or by written proxy two (2) successive duly constituted regular meetings or special meetings as designated in the Constitution, Article VI, Section 2. Article IV, Section 6, shall apply to fill the vacancy.

8. Only the elected Officers, including the Board Advisor, the Division Directors, and the Directors-at-Large, but not the President, shall have the power of vote on matters brought before the Board of Directors for action or consideration. In the event that any such matter receives an equal number of votes “For” and “Against,” the President shall exercise the privilege of casting a tie-breaking vote. When one person holds the offices of both Secretary and Treasurer, that person shall be entitled to only one vote.
9. Those Officers, Division Directors, and Directors-at-Large newly elected in the regular annual election shall take office at the commencement of the “New Business” phase of the annual meeting of the Officers, Division Directors, and Directors-at-Large.
 - a. Newly elected Officers, Division Directors, and Directors-at-Large shall begin accumulating Achievement Program Time Units starting on May 1st, and will provide a transitional phase between the outgoing and incoming individual.
10. In the event that an elected Officer, the Board Advisor, a Division Director, or Director-at-Large will be unable to attend a regular meeting of the Board of Directors, that person may appoint any other elected Officer, Board Advisor, or Division Director, other than the President, to act as proxy for the purpose of the Meeting.
11. The required **quorum**, of the Board of Directors, needed in order to conduct business is a simple majority.
12. Should an elected officer be suspected of misuse of office, misconduct, or detrimental performance, the officer can be removed by the following procedures:
 - a) A written petition against the officer, signed by a majority of the Board of Directors, must be submitted to all members of the Board. Upon receipt by the Board and the officers, the officer will be immediately suspended.
 - b) Within sixty (60) days thereafter, the Board shall meet to hear from the accused and the accusers.
 - c) If the Board feels that the charges are sustained, a three-fourths majority vote in favor of a motion to remove the officer from office will affect the action. If not, the officer shall be reinstated.

ARTICLE IV - Committees

The President shall appoint a Chair for each of the following committees and such other committee members as deemed necessary:

1. **Publication.** Duties are:
 - a) Publication of *The Marker Lamp*, the official publication of the Lone Star Region, on a quarterly basis. A complete copy of each issue will be forwarded to the Web Page Chair in a form suitable for inclusion on the Lone Star Region's official web page when it is ready for distribution.
 - b) Designate, with the approval of the President, an Editor of *The Marker Lamp*.

- c) Submit to the Treasurer an annual budget for all Region publications.
2. **Contest.** Duties are:
- a) The administration of all Regional contests. The NMRA Contest Directory will be the example for Region rules. Any changes from these rules shall be approved by the Board of Directors and published in *The Marker Lamp* at least six (6) months before taking effect and posted on the Lone Star Region webpage.
 - b) The responsibility for the Contest Trophies and Awards.
 - c) Presentation of trophies and awards.
 - d) Submit to the Treasurer an annual budget for the regional convention contest room.
3. **Achievement.** Duties are the administration and encouragement of the Achievement Program in the Lone Star Region.
- a) Submit to the Treasurer an annual budget for the regional achievement program.
4. **Education.** Duties are:
- a) Writing a column "Education News" in *The Marker Lamp*.
 - b) To provide the LSR Secretary with a statistical report twice a year (January and June), to include, but not limited to, number of division clinics held in the LSR; number of division contests with total number of entries; name and number of any youth activities held; name and number of any other LSR education programs held, to meet the Internal Revenue Service 501(c)(3) requirements of the LSR. Provide the LSR Secretary with a list of subject titles, clinician names, and dates held at the LSR annual convention.
 - c) Submit to the Treasurer an annual budget for the regional education program.
5. **Nominating.** Duties are:
- a) Defined in Article V, Sections 1 and 2, of the Lone Star Region Constitution and the rules outlined by the IRS and the State of Texas.
 - b) Solicit a biographical/data sheet from each candidate for Regional office, which shall constitute the sole source of official election material. Each candidate's status will be reviewed for:
 - i) Must be a current member in good standing with the NMRA.
 - ii) Must meet any IRS and/or Texas requirements to be on the board of a 501(c)(3)
 - iii) Must be 21 years of age.

The information so furnished will be compiled and given to the Secretary for review and mailed/posted with the ballot. The same information can be furnished for publication in the official publication, *The Marker Lamp*, and for entry into the LSR web site. There shall be no campaign material for Region candidates published in *The Marker Lamp*, nor on the LSR web site. Only election bios may be posted to the LSR web site in the designated area for Election Bio.

- c) The election ballots will be destroyed 60 days after the close of the polls. The only exception to this rule would be a contested election, in which case, the ballots will be destroyed 60 days after the resolution of the contested election. The Nomination Chair will work with the Secretary and Web Chair to insure the destruction of all ballots.
 - d) Submit to the Treasurer an annual budget for the regional nominations.
6. **Convention.** Duties of this committee are to coordinate the activities of the host city convention committees to insure as far as possible a good convention each year. In cases where the committee decides that the host convention committee is not functioning properly, it should bring the matter promptly to the attention of the President and the Board of Directors.
- a) Submit to the Treasurer an annual budget for the regional conventions
7. **Membership.** The duties of this committee include promotion of new memberships and the continuation of old memberships.
- a) Monitor the monthly LSR membership list.
 - i) Maintain the Region's current membership list.
 - ii) Furnish a list to the Treasurer for financial verification of members and for further distribution to the elected Division Directors as requested.
 - iii) Furnish the Achievement Program (AP) Chair with a copy of the membership list as necessary to validate NMRA status for AP Awards.
 - iiii) Submit to the Treasurer an annual budget for membership expenses.
 - b) Provide the LSR president with the monthly membership status of the LSR and the individual Divisions to include:
 - i) Number of membership gains or losses.
 - ii) Number of members on the Division 30- and 60-day lists.
 - iii) Numbers of members on the previous 30-day list that have renewed.
 - iv) Number of new members by Division.
 - v) Any other information requested by the President or deemed necessary by the chair.
 - c) Assist Directors in recruiting new members to include:
 - i) Providing written material for:
 - 1) Setting up a membership booth at local train shows and rail events
 - 2) Selecting and training division members to recruit new members.
 - ii) Provide in person assistance at local train shows or rail events if possible.
 - iii) Share successful or new membership procedures and events with all Directors.
 - d) Provide *The Marker Lamp* editor with a quarterly membership report.

8. **Historian.** The Chair shall be responsible for the assembly and preservation of records of events in the past days of the Lone Star Region.
 - a) Submit to the Treasurer an annual budget for the historian expenses.
9. **Photography.** Duties of this committee are:
 - a) Coordinate with the Region Convention Chair and the host city convention Chair to ensure that photographs are taken at the Annual Convention. These photographs should include a group photograph of the current officers of the Region.

If the Photography chair is unable to attend the Annual Convention, the Photography Chair is required to find an alternate to fulfill the Photography Chair responsibilities.
 - b) Submit photographs to the Editor of the Marker Lamp for publication and submit photographs to the Historian for placing in the Region archives. Preparation and submission of a suitable photograph for use in the NMRA Calendar if requested.
 - c) Provide the Region Contest Chair and the host city contest Chair with photographs in a digital format to show the contest winners for showing at the awards presentation.
 - d) Submit to the Treasurer an annual budget for the regional photography expenses.
10. **Web Site.** Duties of this committee would be to maintain the Lone Star Region web site, updating it as necessary, and inserting pages of importance to the members of the LSR, as submitted by LSR Officers, Directors, Department Chairs, and/or committee members. The Web Page Chair will ensure that all material inserted on the LSR pages are appropriate and represent the highest standards of suitability.
 - a) Submit to the Treasurer an annual budget for the regional web site expenses.
11. **Youth.** Duties of the committee include:
 - a) Acting as contact by the Division Directors for all youth-related model railroad activities.
 - b) Coordinate approved sponsorships for Junior Membership in the National Model Railroad Association and the Lone Star Region.
 - c) Coordinate candidates for the Junior Membership Program from each Division at the Annual Lone Star Region Board of Directors Meeting.
 - d) Gather ideas/programs to support the Youth membership effort and report on these at each Annual Board of Directors Meeting.
 - e) Submit to the Treasurer an annual budget for the regional youth activities expenses.
12. **Non-Rail:**
 - a) Overseeing the Arts & Crafts Contest and its awards. This includes seeing that there are qualified judges for this contest. (3 judges are used if at all possible).
 - b) Helping guide the person in charge of the Non-Rail Program of the Annual LSR Conventions. Seeing that that person provides educational and/or entertaining activities for the Non-Rail Convention Attendees.

- c) Chooses with careful discretion, expenditures from the LSR Non-Rail Budget Allowance.
 - d) Reporting Non-Rail activities to the LSR Board.
 - e) Submit to the Treasurer an annual budget for the regional convention Non-Rail activities expenses.
13. **Parliamentarian:**
- a) Provide members and the executive board with training on simple parliamentary procedures (how to state a motion, rules of debate, quorums, etc.).
 - b) Maintain a copy of the Constitution and By-Laws at every general and executive meeting.
 - c) Sit in close proximity to the presiding officer during meetings.
 - d) Assist with voting procedures.
 - e) Support the president in maintaining order.
 - f) Submit to the Treasurer an annual budget for the regional parliamentarian expenses
14. **Events:** To foster and encourage model railroading for the LSR.
- a) Submit to the Treasurer an annual budget for regional events expenses
15. Such other committees shall be appointed by the President from time to time as deemed necessary.

ARTICLE V - Conventions

1. The annual LSR convention shall be known as the “Lone Star Region (Year) Convention.” On all contracts and agreements relative to a Lone Star Region convention, the name of the LSR organization shall be shown as the “Lone Star Region-NMRA” for consistency purposes. No variations are permitted regardless of whether or not the LSR loans money to the Host Group, as provided in Section 9 of Article 5 herein.
2. The Lone Star Region (Year) Convention shall be hosted, planned, managed, and conducted by any local model railroad group or organization in the Lone Star Region in accordance with the requirements and provisions stated in these By-Laws and/or the Lone Star Region Convention Guide. In these By-Laws, this group or organization shall be referred to as the Host Group.
3. The policy of the Lone Star Region is that a person does not need to be a Member of the National Model Railroad Association in order to register for and participate in the activities of the Lone Star Region (Year) Convention. By reciprocal agreement, membership in other National Model Railroad Association Regions shall be honored for registration.
4. Prospective Host Groups are encouraged to “think outside of the box” for new ideas for the activities, location, and events for the LSR conventions. A prospective Host Group or organization shall present its bid for a Lone Star Region Convention to the LSR Board of Directors for approval and selection no later than two (2) years prior to the convention date.

The bid presentation shall include:

- a) Preliminary information about the proposed convention ideas and the venue or hotel facilities for standard LSR conventions, such as clinics, contests, banquet, guest room rates, and minimum room blocks.
- b) Special attractions and events unique to the convention city and area.
- c) Preliminary income estimates from registration and other sources.
- d) Preliminary expense estimates for the venue facilities, meals and related service charges, and other convention activities.

To assist in these bid proposals, convention planning guides, venue requirements, and income-expense spreadsheets will be provided by the LSR (utilizing Microsoft Word and Excel or similar programs), and are to be used for the venue documentation and the income and expense projections. The Host Group convention staff must have some members who are proficient in the use of personal computer programs and basic financial accounting.

5. The 501(c) (3) certification, authorized by the Internal Revenue Service on January 23, 2015, is issued only to the Lone Star Region as the parent organization. The IRS is entitled to obtain from the Lone Star Region information and/or justification about its education programs, activities, and financial considerations. Since the annual Lone Star Region Conventions are the primary Regional activity of the Lone Star Region and are the primary source of income for the Region, the contractual and financial responsibilities, liabilities, and other actions by a Host Group are the ultimate responsibilities of the Lone Star Region, its officers and members.

Therefore, the Lone Star Region must have oversight control over the LSR Regional Conventions to effectively administer the IRS requirements. To partially accomplish this the Regional Convention Committee is hereby established to provide general oversight of the LSR Regional Conventions including but not limited to all contracts and agreements, schedules, fees, expenses, financial status, key personnel, or any other issues that might impact a LSR convention.

The Regional Convention Committee shall be comprised of the LSR President, LSR Vice President, Treasurer, and Regional Convention Chairman. The Regional Convention Chairman shall be the chairman of this Regional Convention Committee. The Host Group shall be responsible to this committee.

6. The final negotiated versions of all contacts or agreements must be reviewed and approved in writing by the Regional Convention Committee before these contracts may be executed by the Host Group for the following:
 - a) Hotel or meeting venue facilities and equipment.
 - b) Costs and minimum guarantees of food and beverage meal events (either provided by a hotel or outside caterer) including all service fees, gratuities, and taxes.
 - c) Other services relative to the LSR annual convention, such as transportation or equipment rentals.

7. Following the acceptance of a convention bid, a convention report from the host committee shall be due at each meeting of the LSR board proceeding the convention date. Quarterly reports are to be submitted to the convention chair starting one year prior to the convention.

This Progress Report will provide the following information:

- a) General information about the progress of the convention and any situations encountered or anticipated. Microsoft Word or a similar computer program shall be used for this report.
- b) Changed or new contractual agreements discussed in Paragraph 6 herein.
- c) Revised or updated estimates of projected convention attendance, incomes from all sources, expenses for the convention venue or hotel facilities, meal expenses and service charges, tour and clinic expenses, other convention expenses, and profit projections. The LSR will provide the financial report format in Microsoft Excel.

These Convention Progress Reports will be due at the end of each 6-month period for the second year preceding the convention start date, at the end of each calendar quarter during the year immediately preceding the convention start date, or at other interim times should conditions deem the need. The final Convention Progress Report is to be submitted two (2) weeks prior to the starting date of the convention.

The Regional Convention Committee will review these Convention Progress Reports and discuss any concerns or recommendations with the Host Group. The final Convention Progress Report must be approved by the Regional Convention Committee.

8. The Internal Revenue Service 501 (c) (3) certification is issued specifically only to the Lone Star Region and not to any other LSR subdivisions, such as the divisions, or a convention. Therefore, it is essential that all convention income and all expenses must be reported in the LSR Convention Report. All expenditures must have an original receipt for the services obtained and be cross-referenced to the applicable line-item in the LSR Convention Report; otherwise, the expenditure will be considered a donation to the convention and paid totally by the Host Group. These original receipts shall be delivered to the LSR Treasurer for permanent retention at the same time the LSR Convention Report is submitted as provided herein.
9. A LSR Advance Expenses Loan, not to exceed two thousand dollars (\$2,000.00) may be advanced to the Host Group with such money to be withdrawn from the Lone Star Region's General Fund. One thousand dollars (\$1,000.00) of the loan may be requested by the Host Group not earlier than two years prior to the Convention. An additional loan not to exceed one thousand dollars (\$1,000.00) may be requested by the Host Group not earlier than one year prior to the Convention. Requests for advance loans must be addressed in writing to the Chair, Regional Convention Committee who will coordinate and authorize the disbursement. These Advanced Expense Loans are to be repaid in full to the Lone Star Region's General Fund before any distributions of profit its derived from the convention are made. Please note the following:
 - a) The LSR loans MUST be applied for in the form of a written request. If other non-LSR regional funds are used, the LSR BOD must be notified in writing within two (2) weeks from the request for these other funds.

- b) If LSR loans are requested, the LSR Treasurer will be a part of the Host Convention financial group and will have visibility into all financial activity including the checking account for that convention.
 - c) All expenditures must have an original receipt for the services obtained and be cross-referenced to the applicable line-item in the LSR Convention Financial Report Ledger tab; otherwise, the expenditure will be considered a donation to the convention and absorbed by the Host Group. These original receipts shall be delivered timely to the LSR Treasurer for permanent retention.
10. A per capita fee of ten dollars (\$10.00) is to be paid to the Lone Star Region's Region General Fund for each member of the Lone Star Region, or member of another National Model Railroad Association Region, registered for the Convention. The per capita fee is not required for persons in the family of the member unless such persons hold membership in the Region in their own right. This per capita fee is to be paid to the LSR before any distributions of profits derived from the LSR Annual Convention are made.
 11. An amount equal to five percent (5%) of the gross proceeds from an auction conducted during the Convention shall be remitted to the Lone Star Region's General Fund. Five percent (5%) shall accrue to the Host Group of the Convention and the remaining 90% to the seller. This auction proceed is to be paid to the LSR before any distributions of profits derived from the LSR Annual Convention are made.
 12. An amount equal to fifty percent (50%) of the surplus of Convention monetary income over Convention-incurred shared expenses shall be remitted to the Lone Star Region's General Fund. Income from auction gross proceeds and from the per capital fee collection shall not be included when determining the Convention monetary income.
 13. The Host Group shall retain one-hundred percent (100%) of any convention raffle revenue except in the event the financial activities of the LSR Annual Convention result in a monetary loss as provided herein. To provide backup data for the IRS 501(c)(3) regulations, the income and expenses directly related to the convention raffle shall be reported in the Financial Data -- Non-Shared Income and Expense portion of the LSR Convention Report. The raffle must be conducted during the established convention dates.
 14. In the event the financial activities of a LSR Annual Convention result in a monetary loss, all incomes regardless of their sources shall be included in the "Total Convention Income" for the purposes of settling any financial obligations of the Host Group relative to the LSR Convention and determining the monetary distributions between the Lone Star Region and the Host Group. Any surplus funds remaining after the mandatory payments have been made are distributed as provided herein.
 15. Should the Host Group conduct a Train Show or sell items concurrently with the Convention (e.g. a Company Store), all monetary income and all expenses associated with the Train Show or sale of items shall accrue to the Host Group and shall be excluded when determining Convention monetary income and Convention-incurred expenses except in the event of a monetary loss as stated in Section 14 of Article V.

16. A NMRA Board Resolution in February 2011 specifies that all merchandise sold by the NMRA, including by Regions and Divisions, must conform to any applicable NMRA standards. The following language must be included in merchandise contracts with vendors:

All merchandise shall conform to all applicable NMRA Standards, and this term is a substantial and material term of the contract requiring strict conformance. The manufacturer may either submit the product to the NMRA for conformance testing or the manufacturer may certify conformance by utilizing the procedures for self-certification pursuant to the process guidelines promulgated by the Conformance and Inspection Department of the National Model Railroad Association, Inc. Any merchandise not conforming to the applicable standards will be non-conforming and rejected.
17. The Host Group shall pay the remittances prescribed by these LSR By-Laws for the Lone Star Region General Fund to the Region Treasurer as follows:
 - a) The per capita fee shall be remitted not later than thirty (30) days after end of the Convention.
 - b) Repayment of the advance loan; remittance of the auction proceeds share; remittance of the Region's share of the Convention monetary surplus, and all other financial matters relative to the convention shall be made within 90 days after the conclusion of the convention.
18. The Host Group shall prepare and submit a statistical and financial Lone Star Region Convention Report in the format specified by the Chair of the Regional Convention Committee:
 - a) A preliminary convention report shall be submitted to the Chair of the Regional Convention Committee within sixty (60) days after the conclusion of the annual convention. This preliminary report will be reviewed by the Regional Convention Committee which will submit comments back to the Host Group.
 - b) The books and records of the convention will be tentatively finalized within sixty (60) days after the closing date of the convention. The final LSR Convention General Information and Convention Financial Reports shall be submitted by the Host Group to the Regional Convention Chairman within ninety (90) days after the convention.

This final Convention Report shall then be presented for review to the Board of Directors within one-hundred fifty (150) days after the convention, or at the next Board of Directors Meeting, whichever occurs first. At the first Board meeting, (mid-year or annual) following the close of the Convention, the Board will act for approval or disapproval of the report. If the Board of Directors votes to accept and approve this Convention Report, the books and records of the subject convention will then be closed.
19. Liability insurance for inside activities of a Convention shall be provided under the master policy of the NMRA. The cost of the liability insurance rider will be paid by the Region.
20. It is the responsibility of the current year convention Host Group to provide meeting facilities for the following scheduled future Board of Directors meetings:

- a) Mid-Year – If the Board of Directors determines it is necessary to hold a Mid-Year Board meeting, it will be held after the first of the year and prior to Super Bowl weekend, unless otherwise approved by the LSR BOD.
 - b) Annual – Held during the convention week, unless otherwise approved by the LSR BOD.
21. Providing that the LSR General Fund has a minimum balance of \$40,000, the Host Group may apply for a maximum \$2,000 grant:
- a) If the General Fund does not have a minimum balance of \$42,000, the LSR allowable grant amount will be decreased to ensure the General Fund maintains a minimum \$40,000 balance.
 - b) Request for the LSR grant must be made in writing and shall require approval by the LSR Board of Directors.
 - c) Grant funds must be used to benefit all LSR members.

ARTICLE VI - Youth Membership Program

1. **Objective.** To promote model railroading among young people, 18-years old and younger, within our communities, to encourage our young people to become involved in model railroading, and thereby encourage their peers to become involved and to become members of the Lone Star Region and the National Model Railroad Association.
2. **Method.** Sponsor Junior Membership in the National Model Railroad Association and the Lone Star Region, with appropriate dues paid by the Lone Star Region.
3. **Implementation.** To be conducted on a Division basis as follows:
 - a) At the Annual Meeting of the Board of Directors, each Division Director will submit the name of one junior person, 18 years old or younger, to the Board of Directors for inclusion in the Junior Membership Program. The Board will then direct the Treasurer to pay for this person's membership in the National Model Railroad Association and the Lone Star Region.
 - i) The payment for a Junior Membership for any one individual is on a onetime basis and will not continue on an annual basis, unless that person can show a real financial burden and/or exceptional modeling ability and no other names are submitted for consideration at the same time.
 - ii) When the same person is considered for a second year in the Program, the membership payment must be approved by a vote of the Board of Directors who will consider that person's true value to be included a second time.
 - b) The Division Directors will pick their choice from a list of candidates submitted by:
 - i) Individuals who are members of the NMRA/LSR within the Director's Division.
 - ii) Clubs that are located within the Directors Division.
 - iii) The Division Director.

- iv) If more than one candidate is submitted, the final choice will be made by vote of the Board of Directors.
- c) In addition to the eight candidate names submitted by the Division Directors, the elected Officers may submit the name of a ninth candidate.
- d) Each submission must include a short commentary stating why the particular individual should be included in the Junior Membership Program. Reasons such as: interest in model railroading; modeling skills; and inability to pay for the dues. The most important factor is the candidate's interest in model railroading.
- e) Each year the Division Directors will each submit a new choice for inclusion in the Junior Membership Program.
- f) If there are no candidates from a Division for a particular year, a new list of candidates will be gathered for consideration for the next year. It is not necessary that a Division have a candidate each year, however, the Division Director is encouraged to seek out qualified candidates.
- g) The Division Director shall keep track of the progress being made by the members that have been recruited for the Junior Membership Program. By doing this, the Director can answer questions the Junior members may have, offer suggestions for improved modeling, and give whatever assistance is needed for fulfillment in the hobby.

ARTICLE VII - LSR Contest

1. The administration of all regional contests. The NMRA Contest Directory will be an example for Region Rules. Any changes from these rules shall be approved by the Board of Directors and published in *The Marker Lamp* at least six (6) months before taking effect and posted on the Lone Star Region webpage.
2. The responsibility for the Contest trophies and Awards.
3. Presentation of trophies and awards.
4. The administration of Judges, Judging, and other information at an all-Regional Contests.

This section will define the Levels of Judges and in the event that there is not enough for Judges to hold a Regional Contest at a convention.

- A1. Level of Judges. There are three (3) levels of Judges.
 - a) Level One (1) - Judges that are in training AKA Junior Judges. Defined as a person who has not Judged all five (5) categories in a Regional Contest.
 - b) Level Two (2) - Judges. Defined as a person who has judged all five (5) categories in a Regional Contest.
 - c) Level Three (3) – Senior Judges. Defined as a person who has judged all five (5) categories plus two (2) more for a total of seven (7) categories.

- A2. The LSR Contest Chairman and LSR AP Chairman will keep a data base on all person who have judged at a Regional Contest.
- A3. The minimal number of Regional Contest is five (5) Senior Judges, but Junior Judges can be used who has previously judged that category they are being asked to judge. Any level of Judge cannot judge a category that they have entered.
 - a) In the Event that no Judges can be acquired at a Regional Contest event, then at that Contest will not take place. The person who enters their model for the contest can have their model AP Judged.
 - b) If no Judges at a Regional Contest, the only awards that will be given out will be the one that are voted on by the people who are attending the event.
- A4. Ideally, Judges will be divided into teams of two (2) or three (3), with each team assigned to judge one category (construction, detail, conformity, finish & lettering, or scratch building) and across all classes (locomotives, cars, structures, etc.). Each judging team will have a Senior (or lead) judge.
- A5. If an entrant has a problem or question with their Model Scoring, that person must meet with the LSR contest Chairman to go over the score or concerns after receiving their Score Sheet.
 - a) If the entrant has a question after the event, the person may contact LSR Contest Chairman or Co-Chairman, and they will try to address the question or concern. But it is best to do this at the event where the model in question is there with the paperwork that was with the model, so it can be reviewed with the modeler and LSR Contest Chairman or Co-Chairman.

In this section is Contest General Information at all Regional Contests.

- B1. Most judging categories have aspects of difficulty (complexity), workmanship, quantity, and quality. Scores can go up or down as the modeler attempts the more difficult modeling projects and methods, but scores can also go up as the modeler's skills improve as demonstrated in their model that is entered into the contest.
 - a) From this point, each model is awarded points based upon the attributes that are being judged in that category. Judging takes place using the NMRA scoring system:
 - i) Construction – Quality, Workmanship, and Complexity
 - ii) Detail – Quantity and Complexity
 - iii) Conformity – Conformity and Prototypical
 - iv) Finish & Lettering - Quality, Workmanship, and Complexity
 - v) Scratch Built - Quantity and Complexity – a percentage of all parts must be scratch built or fabricated by the modeler. Refer to the NMRA website for the parts count percentage used for Scratch Build or fabricated by the modeler.
 - b) For a model to receive a Merit score, a minimum score of 87.5 is required.
- B2. The main source of information should be the Judges Score Sheet for the LSR Model Contest (based on the NMRA National Contest Judging Form). Judge what you see, as well as what you read since some entrants are better modelers than writers.

- B3. If the modeler chooses to provide an attached document containing the write-up, photos, and/or plans, the attached document must be structured in the same manner as the Judges Sheet, containing the five (5) categories. A judge is not required to read an entire document to find the facts for the category being judged. If the entrant provides photos, plans or other documentation, look it over for prototype or model information that will help you judge the model. This is especially important in the “Conformity” area; to score above merit, photos, drawings, or plans must be provided. You are to judge what the modeler has done, not what you feel should have been done.
- B4. If a judge has a Model in a category that is being judged, then that judge will be required to recuse himself or herself from that category being judged. The judge must let the LSR Contest Chairman/Co-Chairman know about the conflict of interest, so that substitute judge can be added to the judging team for that category during that time. Then the Judge in question must excuse him/herself and move away from the area, out of ear shot or will be required to leave the room.
- B5. During judging, each member of the judging team will study the model and determine a preliminary score. The team will then compare scores and share how/why they determined their score; basically defend/justify their score. If there are differences, the Senior Judge discusses scores with the team reaching an agreed upon score. The reason(s) for the score being given should be recorded on the back of the Judge Sheet for the modeler to review if time permits. The Senior Judge has the final say in the scoring process.
- B6. Judges should use pencils when entering scores on the Judges Score Sheet.
- B7. After all categories have been judged and scored. A Senior Judge or LSR Contest Co-Chair (Chair) will tabulate the score and a second person will verify the score.
- B8. This will facilitate the after judging review process by the Region Contest Co-Chairs (Chair) and the Senior Judges for each category. Each score sheet/model is reviewed that is entered into Regional Contest.
- B9. This review is to look for all anomalies in the scoring process. Anomalies include:
- a) Inconsistent low/high scores.
 - b) Out of line scores – scores that do not look right for the model being judged.
 - c) Looking for those scores that are very close to meriting but falling just short.
- B10. If there is any Anomalies are noted during the review process by the Region Contest Co-Chairs (Chair) and or the Senior Judges. The anomaly will be addressed at that time and corrected before the final score and tabulation is entered into the contest records for each score sheet/model that has been reviewed.