

**Oct 23, 2015 (Board Approved)**

**Bylaws of  
NORTH AMERICAN RAILCAR OPERATORS  
ASSOCIATION**

**A DELAWARE Non-stock, Non-profit Corporation**

**ARTICLE 1  
OFFICES**

**SECTION 1. PRINCIPAL OFFICE**

The principal office of the North American Railcar Operators Association ("Association") shall be in the town of Dry Ridge, county of Grant, state of Kentucky. The address shall be: Post Office Box 321, Dry Ridge, KY 41035.

**SECTION 2. REGISTERED OFFICE**

The registered office shall be established and maintained at: The Company Corporation, 2711 Centerville Rd., Suite 400, Wilmington, Delaware 19808.

**SECTION 3. OTHER OFFICES**

The Association may have other offices either within or without the state of Kentucky, at such place or places as the Board of Directors may from time to time appoint or require.

**ARTICLE 2  
OBJECTIVES AND PURPOSES**

The primary objective of this Association shall be: The association of like-minded people who have an interest in railroad motorcars, inspection cars, section cars, gang cars, speeders, motorized trackcars, hyrail vehicles, rail buses, or hand cars, velocipedes, rail bikes, etc.

The purposes are as follows:

- (a) Sharing of information among members, and education about motorcars and railroads.
- (b) Promotion of motorcar operational safety.
- (c) Promotion of recreation and fellowship among its members.
- (d) Promotion, planning, and sponsorship of motorcar meets and tours.
- (e) Negotiation of suitable liability coverage for the corporate events.

**ARTICLE 3  
BOARD OF DIRECTORS**

**SECTION 1. QUALIFICATIONS**

Members of the Board of Directors must be members of the Association and must remain members for the duration of their terms of office. If membership in the Association is terminated as outlined elsewhere in these Bylaws, membership on the Board of Directors is similarly terminated. If such terminated Director is subsequently reinstated as a member of the Association at any time during the remaining term of office of the Director's position from which he/she had previously been terminated, he/she will not be reinstated in that Director's position except as may be provided elsewhere in these Bylaws.

**SECTION 2. POWERS**

The Board of Directors shall have the power to amend, delete, or add to these Bylaws except as covered in Article 9. The Board shall have the power to elect its officers, create or dissolve committees, appoint committee members, and set membership dues. The Board shall have the power to decide on membership eligibility as specified in Article 11 of these Bylaws. The Board shall have the power to amend, delete, or add rules to the Association Rule Book; and conduct the Association's business, and have other powers and duties as specified elsewhere in these Bylaws.

**SECTION 3. NUMBER**

The Association shall have eleven Directors and collectively they shall be known as the Board of Directors or Board.

At the discretion of the Board, the President may appoint two (2) Directors at Large, who without vote may participate in all Board activities for a term of one year.

**SECTION 4. DUTIES**

It shall be the duty of the Directors to:

- (a) Perform the duties imposed on them collectively and individually by law, by the Articles of Incorporation of the Association, and by these Bylaws;
- (b) Supervise all officers, agents and employees of the Association to assure that their duties are performed within the guidelines of these Bylaws;
- (d) Meet at such times and places as required by these Bylaws;
- (e) Register their addresses with the Secretary of the Association. Notices of meetings by first-class mail or by e-mail to them at such addresses shall be valid notices thereof. Publication of meeting time and place in THE SETOFF newsletter shall also be valid notice.

**SECTION 5. TERMS OF OFFICE**

Each seat on the Board of Directors shall be a two-year term. Each Director shall hold office until the formal seating of their successor Director-Elect as the first order of business at the Annual Meeting, as specified elsewhere in these Bylaws. Time is of the essence with regard to the election of Directors and the ratification of election results; and the terms of existing Directors shall not be extended without good cause.

**SECTION 6. COMPENSATION**

Directors shall serve without compensation. They shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 4 of this Article, if so authorized by majority vote of the Board. Artifacts donated to the Association shall not inure to the benefit of any Director, individually or collectively.

**SECTION 7. PLACE OF MEETINGS**

Valid meetings shall be held at such place which has been designated from time to time by resolution of the Board of Directors. Any meeting, regular or special, may be validly held by using a conference telephone or similar communications equipment, so as long as all Directors participating in such meeting can hear one another. The Board may conduct Association business by e-mail. The Secretary will keep records of the resolutions and votes made by e-mail.

**SECTION 8. REGULAR AND ANNUAL MEETINGS**

Regular meetings of Directors shall be held no less than once in each calendar year. This meeting is open to all paid up NARCOA members. The Board members shall meet annually during the Fall (September, October, November, or December) of each year, at such location as may be designated by the Board of Directors, for the purpose of ratifying the election of Directors and installing them, and transacting other business as may come before the meeting. This annual meeting is open to all paid members. The Board shall publish the minutes of the annual meeting including a Treasurer's report on the NARCOA website within 120 days of the meeting and in the SETOFF as soon as practicable.

**SECTIONS 9 TO 12 – DELETED**

(These deleted sections had to do with calling special meetings, and they were deleted because regular meetings are provided for above. In addition, modern internet e-mail and other electronic media enable the Board to conduct Association business year round.)

**SECTION 13. QUORUM FOR BOARD MEETINGS**

A quorum shall consist of a simple majority of the full Board of Directors, unless otherwise specified in these Bylaws.

Except as otherwise provided in these Bylaws or in the Articles of Incorporation of this Association, or by law, no business shall be considered at any Board meeting at which a quorum, is not present, and the only motion

which the Chair shall entertain at such meeting is a motion to adjourn.

#### **SECTION 14. BOARD ACTION AS THE ACT OF THE BOARD OF DIRECTORS**

- (a) When other than majority action is not specified elsewhere in these Bylaws, every act or decision done or made by a majority of the Directors present at a Board Meeting duly held at which a quorum is present is the act of the Board of Directors.
- (b) When other than majority action is specified elsewhere in these Bylaws:
  - (1) every act or decision done or made by the specified fraction or percentage of the Directors present at a Board meeting duly held at which a quorum is present is the act of the Board of Directors, or
  - (2) every act or decision done or made by the specified number of the Directors present at a Board Meeting duly held at which a quorum is present is the act of the Board of Directors.

#### **SECTION 15. CONDUCT OF BOARD MEETINGS**

The President of the Association, or, in his or her absence, the Vice-President of the Association, will preside over the Board Meetings. The Secretary of the Association shall act as secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Unless waived by the presiding officer, which waiver can be rescinded by said officer at any time, meetings shall be governed by Roberts Rules of Order as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this Association, or with provisions of law.

#### **SECTION 16. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT BOARD MEETING**

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a Board meeting, if all members of the Board shall individually or collectively consent in writing or by e-mail to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as would the unanimous vote of the Directors at a valid meeting at which all Directors were present.

#### **SECTION 17. VACANCIES**

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any Director, and (2) whenever the number of authorized Directors is increased or (3) (at the discretion of the Board) whenever a Director has been unable to attend two consecutive duly-called meetings.

A Director can only be terminated, and is automatically terminated, if the Director's membership in the Association is terminated as provided elsewhere in these Bylaws.

Vacancies on the Board may be filled by approval of the Board whenever the number of Directors then in office is at least a quorum of the full Board. If the number of Directors then in office is less than a quorum of the full Board, vacancies on the Board may be filled by (1) the unanimous written consent of the Directors then in office, (2) the affirmative vote of a majority of the Directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of these Bylaws, or (3) a sole remaining Director. The tenure of such appointed Directors shall be the remainder of the term of the seat to be filled.

#### **SECTION 18. NON-LIABILITY OF DIRECTORS**

No Director(s) or officer(s) either together or individually, shall be personally liable for any debts, liabilities, or other obligations of the Association.

#### **SECTION 19. INSURANCE FOR CORPORATE AGENTS**

The Board of Directors will adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Association (including a Director, officer, employee or other agent of the Association) against any liability other than for violating provisions of law relating to self-dealing asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Association would have the power to indemnify the agent against such liability. Such resolution will be adopted as soon as reasonably possible, time being of the essence in this regard.

### **ARTICLE 4 OFFICERS**

#### **SECTION 1. NUMBER OF OFFICERS**

The officers of the Association shall be a President, Vice-President, Secretary, and Treasurer. The President and Vice-President shall only be elected from the membership of the Board of Directors. The Association may also have, as determined by the Board of Directors, such other officers as may be needed. Any number of offices may be held by the same person except that the President may not serve simultaneously as Vice-President, Secretary or Treasurer.

#### **SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE**

The President shall have demonstrated prior experience in the affairs of the Association and must have been an active Member for at least two years.

In late July or August of each year, following the completion of the annual Area Director election, and prior to the next annual meeting, the sitting Board of Directors will ratify the Area Director election results. Then after a minimum of one week, the Directors whose terms did not expire during this election, and the Directors Elect, shall elect a slate of Officers Elect (President, Vice President, Secretary, and Treasurer), who will take office at the next annual membership meeting, immediately after the seating of the Directors Elect, which is the first order of business. The term of the previously elected Board of Directors and Officers will not end until the

beginning of the annual membership meeting, and the seating of the new Directors Elect.

Each officer shall hold office for a one-year term unless he or she resigns, or is removed, or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

There is no limitation on the number of terms that officers might hold.

### **SECTION 3. REMOVAL AND RESIGNATION**

Any officer may be removed with cause by the Board of Directors at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the Association. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### **SECTION 4. VACANCIES**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the Board may or may not be filled as the Board shall determine.

### **SECTION 5. DUTIES OF PRESIDENT**

The President shall be the chief executive officer of the Association and shall, subject to the control of the Board of Directors, supervise and control the affairs of the Association and the activities of the other officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this Association, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. He or she shall preside at all meetings of the Board of Directors. The President shall also preside at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the Association, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

### **SECTION 6. DUTIES OF VICE-PRESIDENT**

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice-President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

## **SECTION 7. DUTIES OF SECRETARY**

The Secretary shall:

- (a) Certify and keep at the principal office of the Association, the original, or a copy of these Bylaws as amended or otherwise altered to date.
- (b) Keep at the principal office of the Association or at such other place as the Board may determine, a book of minutes of all meetings of the Directors, and, if applicable, meetings of committees of Directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. This will include copies of all meetings conducted by e-mail and conference calls. Electronic files with backups safely stored are permissible.
- (c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- (d) Be custodian of the records.
- (e) Keep at the principal office of the Association a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased. Membership records may be kept in an on-line data base.
- (f) Exhibit at all reasonable times to any Director of the Association, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, records and documents of every kind, and the minutes of the proceedings of the Directors of the Association.

In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this Association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

## **SECTION 8. DUTIES OF TREASURER**

Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

- (a) Have charge and custody of, and be responsible for, all funds and securities of the Association, and deposit all such funds in the name of the Association in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- (b) Receive, and give receipt for, monies due and payable to the Association from any source whatsoever.
- (c) Disburse, or cause to be disbursed, the funds of the Association as may be directed by the Board of Directors, taking proper vouchers

for such disbursements.

- (d) Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- (e) Exhibit at all reasonable times the books of account and financial records to any Director of the Association, or to his or her agent or attorney, on request therefor.
- (f) Render to the President and Directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Association.
- (g) Prepare, or cause to be prepared the financial statements to be included in any required reports

In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

## **ARTICLE 5 COMMITTEES**

### **SECTION 1. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the entire Board.

### **SECTION 2. NOMINATING COMMITTEE AND ELECTION PROCEDURES**

This association shall make available to members reasonable nomination and election procedures with respect to the election of Directors by members. Such procedures shall be reasonable given the nature, size, and operations of the Association.

The Nominations Chairman will be appointed in a timely manner (usually at the annual Board meeting) to allow for the entire process of nominating and electing Directors to be concluded prior to the next annual meeting at which time ratification of election results is scheduled to take place. The President will appoint the chairman of the nominating committee who shall solicit nominations in each Area.

Candidate nominations may be made by the Nominations Chairman or by a written nomination from a member in good standing within the district to be represented by the nominated candidate. If no candidate can be found for a district, the ballot will be a "write-in" only. A minimum of 4 write-in votes for a candidate will be required for validation.

A member becomes Area Director on winning the highest number of votes amongst all candidates in that area.

In the case of a tied election for Director, a toss of the coin will be used if approved by the tied candidates. If not approved by the tied candidates, the Members eligible to vote in the original election (if still eligible)

shall be presented an additional opportunity to resolve the tie. The opportunity shall consist of: additional statements from the candidates, a period of time for the Members to undertake private discussions, and an additional vote by the eligible Members.

If the election remains tied, the President shall break the tie vote. If the President is one of the tied candidates, the Vice-President shall cast the tie breaking vote.

### **SECTION 3. JUDICIAL AND OTHER COMMITTEES**

The Association shall have such other committees as may from time to time be designated by resolution of the Board of Directors. These committees may include but are not necessarily limited to: Finance, Insurance, Events, Operations, Rule Book, Safety, and Bylaws.

The Association shall have a permanent Judicial Committee (JC) to examine questions of rules violations and misconduct by members. The JC will operate using the Judicial Committee Policy and procedures as formulated by the Board. The JC will investigate incidents and make recommendations to the Board for disciplinary action. The Board may take disciplinary action on its own outside of the JC process in cases such as, but not limited to, bootlegging.

### **SECTION 4. COMMITTEE COMPOSITION**

Committees may consist in part or in whole of persons who are not members of the Board but are members of the Association. Both the chairpersons and the committee members will be appointed by the President, with the advice of the Board.

### **SECTION 5. MEETINGS AND ACTION OF COMMITTEES**

Committees should meet via electronic media or e-mail in order to minimize costs. Committee meetings shall be presided over by the Chairman and in general follow the same procedures as Board meetings.

## **ARTICLE 6 EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

### **SECTION 1. EXECUTION OF INSTRUMENTS**

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

### **SECTION 2. CHECKS AND NOTES**

Checks, drafts, promissory notes, orders for the payment of money, and other

evidence of indebtedness of the Association shall be signed by the Treasurer and countersigned by the President of the Association, except as otherwise authorized by the Board.

### **SECTION 3. DEPOSITS**

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.

### **SECTION 4. GIFTS**

The Board of Directors may accept on behalf of the Association any contribution, gift, bequest, or devise for the charitable or public purposes of this Association.

## **ARTICLE 7 CORPORATE RECORDS, REPORTS AND SEAL**

### **SECTION 1. MAINTENANCE OF CORPORATE RECORDS**

The Association shall keep at its Principal office:

- (a) Minutes of all meetings of Directors, committees of the Board and, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- (b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- (c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
- (d) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the Association at all reasonable times during office hours.

### **SECTION 2. DIRECTORS' INSPECTION RIGHTS**

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Association.

### **SECTION 3. MEMBERS' INSPECTION RIGHTS**

Each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

- (a) To inspect and copy at his/her own expense the record of all members, names, addresses and voting rights, at reasonable times,

upon five (5) business days, prior written demand on the Association, which demand shall state the purpose for which the inspection rights are requested.

- (b) To obtain from the Secretary of the Association, upon written demand and payment of a reasonable charge, a list of the names, addresses and voting rights of those members entitled to vote for the election of Directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available on or before the later of ten (10) business days after the demand is received or after the date specified therein as of which the list is to be compiled. The Secretary may satisfy such requests in the form of an EXCEL spreadsheet sent by e-mail.
- (c) To inspect at any reasonable time the books, financial records of account, or minutes of proceedings of the members or of the Board or committees of the Board, upon written demand on the Association by the member, for a purpose reasonably related to such person's interests as a member.

#### **SECTION 4. RIGHT TO COPY AND MAKE EXTRACTS**

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts, at his/her own expense.

#### **SECTION 5. ANNUAL REPORT**

The Board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year to all Directors of the Association and, to any member who requests it in writing, which report shall contain the following information in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of the Association as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the Association, both unrestricted and restricted to particular purposes, for the fiscal year;
- (d) The expenses or disbursements of the Association, for both general and restricted purposes, during the fiscal year;
- (e) A brief critical narrative report of the Association's activities during the previous year.
- (f) A review, by a certified public accountant, of the financial records of the Association.

**ARTICLE 8  
FISCAL YEAR OF THE ASSOCIATION**

The fiscal year of the Association shall begin on the first of January and end on the 31st of December in each year, unless changed by two thirds vote by the full Board of Directors.

**ARTICLE 9  
AMENDMENT OF BYLAWS**

Subject to any provision of law applicable to the amendment of Bylaws of public benefit nonprofit corporations, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted

- (a) By approval of two thirds vote of the Board of Directors unless the Bylaw amendment would materially and adversely affect the rights of members as to voting, or would change the fixed number of Directors of the Association, the maximum or minimum number of Directors, or would change from a fixed to variable Board or vice versa. Such bylaws may not be adopted, amended, or repealed except by approval (simple majority) of the members of this Association.

**ARTICLE 10  
PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS**

No member, Director, officer, employee, or other person connected with this Association, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Association, provided, however, that this provision shall not prevent payment to any such person or reasonable compensation for services performed for the Association in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Board of Directors; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the Association. All members of the Association shall be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the Association, whether voluntarily or involuntarily, the assets of the Association, after all debts have been satisfied, shall be distributed as required by the Articles of Incorporation of this Association and not otherwise.

**ARTICLE 11  
MEMBERS**

**SECTION 1. ELIGIBILITY**

Membership in the Association is open to anyone. No person shall be barred from membership due to race, religion, nationality, disability or sex.

**SECTION 2. DETERMINATION AND RIGHTS OF MEMBERS**

The Association shall have a single class of membership. Members shall

include both individuals and local organizations which host excursions or Affiliates. An Affiliate is a group which may consist of any number from one, to more persons, affiliated with NARCOA for the purpose of hosting motorcar excursions insured by a policy approved by the NARCOA Board. All Members shall be subject to the same rights, privileges, restrictions, conditions and obligations.

### **SECTION 3. FEES, DUES AND ASSESSMENTS**

The dues structure will be determined by majority vote of the Board of Directors.

### **SECTION 4. MEMBERSHIP RECORD**

The Association shall keep a record of names and addresses of the members of this Association which shall not be used, in whole or part, by any person for any purpose not reasonably related to a member's interest as a member.

### **SECTION 5. NON-LIABILITY OF MEMBERS**

No member of NARCOA, either individually or as an Affiliate, shall be personally liable for the debts, liabilities or obligations arising from the acts or omissions of NARCOA. Neither shall NARCOA be liable for any debt, liabilities or obligations arising from the acts or omissions of the individual member or Affiliate.

### **SECTION 6. TERMINATION OF MEMBERSHIP**

- (a) Grounds for Termination. The membership of a member shall terminate upon the occurrence of any of the following events:
  - (1) Upon his or her notice of such termination delivered to the President or Secretary of the Association personally or by mail, such membership to terminate upon the date of delivery of the notice or date of deposit in the mail.
  - (2) Upon a determination by the Board of Directors that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Association.
  - (3) Failure to renew his or her membership by paying dues on or before their due date, such termination to be effective on the day following the due date. Only one notice of membership renewal will be sent, and that notice will be mailed at least 30 days prior to the due date. Members may avoid termination of membership by paying dues promptly upon receipt of the renewal notice and prior to the due date.
- (b) Procedure for Expulsion. Following the determination that a member should be expelled under subparagraph (a) (2) of this section, the following procedure shall be implemented:
  - (1) A notice shall be sent by first-class or registered mail to the last address of the member as shown on the Association's records, setting forth the expulsion and the reasons therefor.

- (2) Any person expelled from the Association shall receive a prorated refund of dues already paid.

## **SECTION 7. RIGHTS ON TERMINATION OF MEMBERSHIP**

All rights of a member in the Association shall cease on termination of membership as herein provided.

## **ARTICLE 12 LOCAL AFFILIATES**

### **SECTION 1. MEMBERSHIP**

Affiliates must be members of NARCOA. No rule shall be made that will prohibit a NARCOA member from joining any local affiliate of that member's choice.

### **SECTION 2. SAFETY RULES**

As a minimum, NARCOA rules must be in force at all excursions given by local affiliates.

### **SECTION 3. NAME**

The official name of an affiliate must be selected such that it isn't in conflict with or similar to another affiliate's name. NARCOA will be final arbiter in any dispute arising from the choice of an affiliate's name.

### **SECTION 4. ADMISSION PROCEDURE**

The admission of an affiliate to NARCOA is to be approved by the NARCOA Board. The Board shall consider, at a minimum, the following things: charter, safety rules, releases, and bylaws if any. Admission is by a majority vote of the Board.

### **SECTION 5. AFFILIATE TERMINATION**

Failure of an affiliate to abide by the NARCOA Bylaws is cause for affiliate termination. Termination is by a majority vote of the NARCOA Board.

(end)