

Bylaws

Maricopa Live Steamers

Railroad Heritage Preservation Society

Revision Adopted August 2007

Mission Statement

The purpose of the Maricopa Live Steamers is to preserve the heritage of railroading by establishing, operating and maintaining educational operating facilities for the free use and enjoyment of the public using scale model railroad equipment.

ARTICLE I

These bylaws, as adopted by a vote of the Board of Directors (BoD) and ratified by the general membership on the date shown above shall supersede any other act or action taken at an earlier date.

ARTICLE II

Section 1: Membership shall be available to anyone regardless of ethnic origin, creed, economic standing, or gender. Each member shall accept the rules regulations, and codes as adopted by the corporation, hereinafter referred to as the MLS. The BoD reserves the right to reject membership for cause. The BoD shall advise the membership of any such rejection.

Section 2: Classification of membership shall be as follows.

- A. **REGULAR MEMBER** is anyone who has reached the age of 18 years and has paid the required dues. Dues may be waived at the discretion of the BoD.

RIGHTS:

1. To vote.
2. To be elected to a MLS office or the BoD after one year.

PRIVILEGES:

1. Access to MLS facilities and activities.
2. Access to MLS rolling stock.
3. Access to MLS locomotives when the appropriate fees have been paid

RESPONSIBILITIES:

1. Abide by all MLS rules and regulations.
2. Supervise actions of family members and guests.
3. Assist with MLS requirements for operation and/or maintenance.

- B. **NON-RESIDENT MEMBER** is anyone who lives more than 75 miles from the nearest MLS facility, has reached the age of 18 years, and has paid the required dues. A non-resident member has all the privileges and responsibilities of regular membership with the following exceptions: the member may not vote, receive a facility key, rent MLS storage space or own storage facilities at MLS. Dues may be waived at the discretion of the BoD.

- C. **SPOUSE MEMBER** is anyone whose spouse is a member of the MLS and has paid the required dues. A spouse member has the same rights, privileges, and responsibilities as the spouse's sponsor. Spouse members whose espousal has terminated may retain their spouse member status until the next membership renewal date. Dues may be waived at the discretion of the BoD.

- D. **JUNIOR MEMBER** is anyone who is under the age of 18 years or is a continuing high school student and who has paid the required dues. A junior member has all the privileges and responsibilities of regular membership but may not vote or hold office. Dues paid while a junior member shall be deducted from the initiation fee upon transfer to regular membership. Dues may be waived at the discretion of the BoD.

- E. SUPPORTING MEMBER is anyone who accepts this status when offered by the BoD This classification is for rewarding deserving individuals with a more economical membership. A supporting membership has all the privileges of the regular membership but may not- vote or hold office. Dues may be waived at the descretion of the BoD.
- F. HONORARY MEMBER is anyone who is bestowed such status by the BoD or general membership. Such members shall not carry with it any MLS rights, privileges or responsibilities.

Section 3: SELF DISCIPLINE is expected by all members of MLS. Harassment will not be tolerated. It should be noted that only the President, the Safety Committee or the BoD has the authority to reprimand members for misconduct or rules violations. Any incidents are to be presented in writing to one of the club officers within seven days of the incident.

- A. PHYSICAL AGRESSION will not be tolerated within MLS. Any individual making initial contact with any other individual during any altercation will result in the immediate membership termination of the individual making the initial physical contact. If there is mutual physical contact and it cannot be ascertained who initiated the physical contact, then all individuals involved will have their memberships terminated. This does not preclude any member's right to physically defend themselves, but any such action should be to the minimum extent necessary. Implementation of the member termination is to be by a majority vote of the BoD members present at a lawfully held BoD meeting convened by the MLS President.
- B. USE OF PROFANITY is discouraged within MLS. This is in keeping with the MLS intention of being a family type organization. Any allegation of objectionable profanity is to be presented in writing to the MLS president within 7 days of the incident. If the president concurs then the president and another officer or BoD member will conduct a verbal discussion with the member concerning the objectionable language. The date of the incident is to be noted.
 - a. IF A SECOND PROFANITY INCIDENT occurs within one year (365 days) the President of MLS is to convene a BoD meeting. If the allegation is upheld by a majority vote of the BoD members present, the member is to be given a written reprimand.
 - b. IF ANOTHER PROFANITY INCIDENT occurs within one year (365 days) of the written reprimand the MLS president is to convene a BoD meeting. If the allegation is upheld by a majority vote of the BoD members present, the member is to be suspended from all MLS activities and usage of MLS facilities for 30 days.
 - c. ANY FURTHER PROFANITY ALLEGATIONS that occur within one year (365 days) and are upheld by a majority vote of the BoD member present at a lawfully held meeting will result in a 90 day suspension from all MLS activities and usage of MLS facilities.
- C. MEMBERSHIP TEMPORARY SUSPENSION OR TERMINATION from all MLS activities may be imposed on any member for good and sufficient reason, i.e. not adhering to the rules, codes, by-laws or other practices of the club. Any incident or motion that could result in a membership temporary suspension or termination is to be presented initially to a lawfully held BoD meeting. Subsequently, the incident or motion may be presented to the membership at a lawfully held general membership meeting. A majority vote by the BoD members present at the BoD meeting or a majority vote of the eligible voting members present at the general membership meeting is required for a temporary suspension or termination of membership. Temporary suspension is to be specified for a period not to exceed one year. An individual with a suspended or terminated membership may have access to his equipment so long as the individual is accompanied by a club officer or member of the BoD while on club property.
- D. APPEAL OF THE BOD DECISION regarding a membership termination or temporary suspension may be presented at a lawfully held general membership meeting. A majority vote by the eligible voting members present is required for membership termination or temporary suspension. Dues and fees to be forfeited.

- E. REQUEST FOR REINSTATEMENT OF A TERMINATED MEMBERSHIP must be made in writing and presented to a lawfully held BoD meeting. Reinstatement will not be considered for a period of one year (365 days) from termination date. A reinstated member will be considered a new member and must pay all dues and fees.

ARTICLE III

Section 1: DUES AND FEES shall be approved at a regular meeting of the general membership.

Section 2: DUES ARE DUE the first day of October for each succeeding year. Any member failing to pay dues by the last day of December shall be dropped from the rolls.

Section 3: EXTENSION OF TIME may be granted any member who is unable to pay the Established dues within the time required provided an appeal is presented to the BoD either in person or in writing.

ARTICLE IV

Section 1: ELECTED OFFICERS shall consist of the President, Vice President, Secretary and Treasurer who shall constitute the executive committee. The offices of Secretary and Treasurer may be filled by one individual. Elected officers shall serve on the BoD and shall be regular members. Any officer or director shall have been a regular member of the MLS for at least one year prior to holding office.

Section 2: ELECTION OF OFFICERS shall take place concurrently with the election of the BoD. Elections are to be held at the November General Membership Meeting. Election shall be by a majority of the votes cast, plus proxies. The officers and BoD so elected assuming office on 1 January following the election. The term of office shall be one year.

Section 3: The BOARD of DIRECTORS shall consist of:

- A. The executive committee.

The Chief Boiler Inspector and the Superintendents of Construction, Operations, Maintenance of Way, and Signals all of whom shall be appointed by the executive committee. These appointments shall be approved by a majority vote at a regular general membership meeting.

- B. Three "at large" directors elected annually by the general membership. Individuals with the most affirmative votes shall be elected to these positions.
- C. All outgoing executive committee members for the year immediately after their having left office.

The BoD may authorize expenditures of not more than Seven Hundred Fifty Dollars (\$750) per occurrence without prior general membership approval and the President may approve expenditures of not more than \$200 per occurrence without prior general membership or BoD approval. (12/03)

Section 4: SIZE OF THE BOARD shall be not less than 7 members nor more than 25 members.

Section 5: RESIGNATION by any board member may be submitted to the BoD either verbally or in writing. Individuals may be appointed by the BoD to fill such vacancies shall serve only the unexpired portion of the term.

Section 6: IMPEACHMENT of an officer or a member of the BoD may be made by a majority of the closed ballots cast, cast by the eligible members present at a lawfully held general membership meeting, or by a petition signed by two-thirds of the eligible voting members and presented at a lawfully held general membership meeting.

Section 7: VOTING unless otherwise stated shall be by the eligible members present at a lawfully held meeting of the BoD or a lawfully held general membership meeting. Unless otherwise specified the chairman of any meeting may utilize voice votes, hand votes, standing votes or closed ballot votes. A quorum for the BoD shall consist of a majority of the legal members. A quorum for the general membership meeting shall consist of the members present.

ARTICLE V

PRESIDENT shall be the chief executive officer of the MLS and shall exercise general supervision over its properties and affairs. The President shall appoint MLS representatives as required and the chair of all nonstanding committees. The President shall preside at all functions of the. MLS and shall be an ex-officio member of all committees. The President may authorize expenditures of not more than two hundred dollars (\$200) (12/03) per occurrence without prior BoD or general membership approval.

ARTICLE VI

VICE PRESIDENT shall assume the responsibilities of the President should the President be unwilling or unable to do so. The Vice President shall assume other responsibilities as delegated by the President with full authority to act in these areas. The Vice President shall chair the safety committee and appoint the members of that committee. The Vice President shall be an ex-officio member of all, other committees The Vice President shall be responsible for ensuring that yearly train crew examinations are conducted.

ARTICLE VII

SECRETARY shall keep the minutes of all meetings of the MLS and such other records as the MLS shall require. The Secretary shall be responsible for all official correspondence of the MLS.

ARTICLE VIII

TREASURER shall have custody of MLS funds and shall disburse such funds as authorized. The Treasurer shall keep a detailed ledger and shall report the state of the finances as required. The Treasurer shall keep a running inventory of all MLS property with an estimated value thereof. The Treasurer shall administer all space rental at MLS facilities.

ARTICLE IX

CHIEF BOILER INSPECTOR shall be responsible for ensuring that all boilers used at MLS facilities conform to MLS standards and for training/certifying other boiler inspectors as needed.

ARTICLE X

SUPERINTENDENT of CONSTRUCTION shall be responsible for coordinating the different skills necessary for the construction of approved projects and shall also aid in coordinating maintenance projects that may be necessary for the safe, efficient operation of the railroad.

ARTICLE XI

SUPERINTENDENT of OPERATIONS shall be responsible for ensuring that MLS equipment and other equipment under MLS control are in satisfactory operating condition and shall be responsible for maintaining MLS equipment. The Superintendent of Operations shall also be responsible for the staff involved in operating public carrying trains at MLS facilities to include engineer/conductor training/certification and any accompanying test.

ARTICLE XII

SUPERINTENDENT of MAINTENANCE of WAY (MoW) shall be responsible for ensuring that right of way and other areas under MLS control are in satisfactory operating condition.

ARTICLE XIII

SUPERINTENDENT of SIGNALS shall be responsible for ensuring that the signal system is in satisfactory operating condition, the designing and installing approved signal projects, and ensuring that system changes are communicated to the membership. The Superintendent of Signals shall also be responsible for dispatcher training/certification.

ARTICLE XIV

The SAFETY COMMITTEE shall exist at all times and shall have not less than three (3) nor more than five (5) members one of whom shall be the Chief Boiler Inspector. Decisions by any member of this committee shall be binding on all members of the MLS, guests, and others who shall be present. Any matter of safety in any area at a MLS facility shall fall under the jurisdiction of this committee. Any member of the committee may halt or prevent the operation of any equipment for cause. A decision of such member may be appealed to the BoD for review. The MLS shall provide the members of this committee with some visible method of identification, e.g., armband or badge.

ARTICLE XV

AUDIT COMMITTEE shall be appointed each January and shall consist of not less than three (3) members. This committee shall audit the MLS financial records and equipment inventory for the preceding calendar year. The Treasurer for the period being audited shall not be a member of the committee but may be present. The results are to be reported at the April general membership meeting

ARTICLE XVI

AGREEMENTS OR COMMITMENTS concerning the MLS shall not be made by any member or group of members without specific prior approval of the BoD or the general membership.

ARTICLE XVII

Safety and Operating Rules and Other Rules, Guidelines, and Schedules as established and approved by a majority of the members present at a general membership meeting shall have the force and authority of this Article of the By-Laws. Any revision and/or amendment of such Rules shall automatically become the Rules under this Article. Such changes shall be published in an official MLS publication as soon as possible after their adoption.

ARTICLE XVIII

CHANGE OR REVISIONS to the bylaws shall be presented at a lawfully held a general membership meeting and adopted by a majority of the votes cast by members present at the next general membership meeting. Notification of such proposed action shall be published in an official MLS publication prior to final action being taken. (1/1/03)

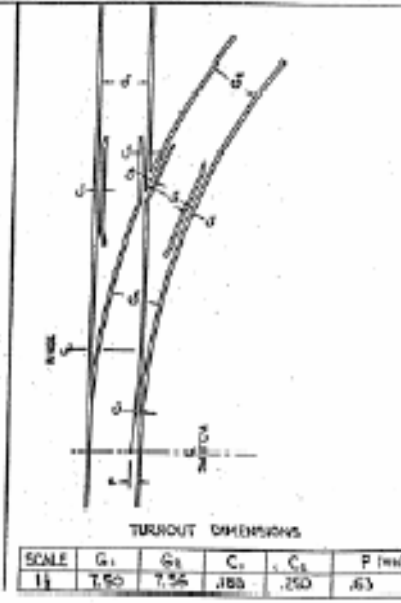
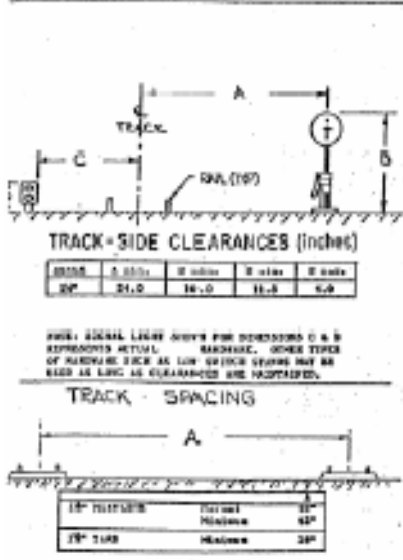
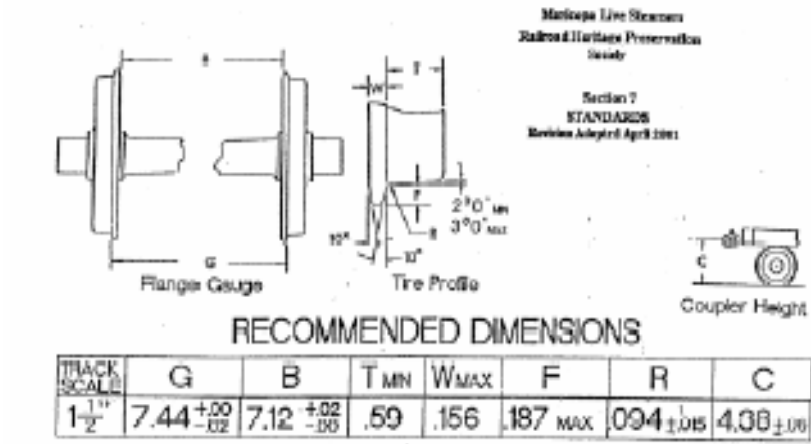
Maricopa Live Steamers
Railroad Heritage Preservation Society
Safety and Operating Rules
Revision Adopted 8/11/07

PREFACE

The purpose of these Rules is to ensure the safe enjoyment of Maricopa Live Steamers (MLS) facilities by all members, guests, and visitors.

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Section 2 GENERAL

205. No one shall operate equipment in an unsafe manner.
210. No one shall operate equipment while under the influence of any substance adversely affecting his/her ability to safely operate that equipment.
220. Equipment operating at MLS facilities shall conform to MLS standards and shall be sufficiently quiet so as to permit normal conversation immediately adjacent to such equipment.
225. Locomotives and other power units shall be equipped with an audible warning device loud enough to permit safe operation.
230. Members and guests shall ensure that all MLS equipment they use is properly cared for and stored after use.
235. Members are liable for any damage to MLS equipment and/or facilities caused by their negligence/abuse and are liable for all associated repair costs. Specific action shall be determined by a majority vote of those present at a legally held BoD meeting.
240. It is the responsibility of all members to help keep MLS facilities neat and orderly. Members are to dispose of their waste in the proper receptacles or take it with them when they leave. **UNDER NO CIRCUMSTANCES ARE ANY OILS, FUELS, OR SOLVENTS TO BE Poured ON THE GROUND OR PLACED IN WASTE RECEPTACLES AT MLS FACILITIES.**
245. MLS owned equipment shall not be removed from MLS facilities without prior approval of the BoD or the President.
250. Steam boilers shall:
 251. Be certified as having passed an annual hydrostatic test to 50% above their normal working pressure. New steel boilers shall be tested to 100% above their normal working pressure. Steam boiler test certificates issued by other recognized live steam organizations within the past twelve (12) months shall be accepted as valid by the MLS.
 252. Have two safety valves set to operate within 5 psi of each other.
 253. Have the bottom of the water level gauge glass set at least ¼" above the top of the crown sheet.
 254. Have the ability to immediately shut off the heat source.
 255. Have at least two methods of putting water into the boiler while under pressure at least one of which must function while a moveable engine is stationary.
 256. Incorporate an ash pan and an effective spark arrestor with a mesh of 3/16ths of an inch or smaller if burning solid fuel.

Section 3 SIGNALS

310. Hand signals may be given with the hand, a flag, or a light as follows.

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| 311. PROCEED | Raised or lowered vertically. |
| 312. REDUCE SPEED | Arms held horizontally with short up and down motion of the hands. |
| 313. STOP | Swung at arm's length down from shoulder height perpendicular to the track.
Any object waved violently on or near the track. |
| 314. WASHOUT | Swung violently at arm's length down from above shoulder height perpendicular to the tracks. Used to signal emergency stop. |
| 315. BACK-UP | Swung vertically in circles perpendicular to the track. |

320. Engine whistle signals. o = short blast. > = long blast.)

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|--------------|---|
| 321. o | Apply brakes. Stop. |
| 322. oo | Proceed. Answer to any signal not otherwise provided for. |
| 323. ooo | When standing, back up. |
| 324. oooo | Call for signals. |
| 325. >> | Release brakes and proceed. |
| 326. >>>> | Flagman return to the train. |
| 327. >>o > | Approaching public crossing, tunnel, area of restricted visibility, or another train. |
| 328. ooooooo | (multiple short blasts) Warning to people or animals on the track. General alarm. |
| 329. >>>>>> | (prolonged blast) Approaching a station. |

330. Communicating signals given by the conductor.

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|--------------|---|
| 331. oo | When standing, proceed. When running, stop. |
| 332. ooo | When standing, back up. When running, stop at the next station. |
| 333. oooo | When running, reduce speed. |
| 334. ooooooo | (multiple short blasts) Emergency. |

340. Color signals, lights, or flags. They may appear as hand signals, electronic signals, or fixed signals (board beside the track).

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| 341. GREEN | Proceed. On the front of a locomotive, indicates another section of the same train is following. |
| 342. YELLOW | Proceed with caution being prepared to stop at the next signal. |
| 343. RED | Stop. |
| 344. BLUE | Equipment must not be moved or coupled to. May only be removed by the person that put it there. |
| 345. WHITE | On the front of a locomotive, indicates that the train is an extra or second section. |

350. MLS Signaling System

351. All signal aspects are absolute and are to be treated accordingly.

352. All red signals are absolute, i.e. they must not be passed without permission from the dispatcher or station master on duty. If no dispatcher or station master is on duty, wait five minutes, then proceed at restricted speed and be prepared to stop short of any obstruction.

353.

ASPECT	NAM E	INDICATIO N
Green or green over red	Clear	Proceed or proceed on mainline.
Yellow or yellow over red	Approach	Proceed or proceed on mainline. Prepare to stop at next signal.
Red or red over red	Stop	Stop. Remain stopped until signal changes aspect or permission to pass is given
Red over green	Diverging Clear	Proceed on diverging route.
Red over yellow	Diverging Approach	Proceed on diverging route. Prepared to stop at next signal.
Flashing yellow	Approach Medium	Prepare to enter diverging route at next signal.
Flashing red	Restricting	Dispatcher not on duty. If track clear, enter interlocking at reduced speed. Prepare to stop short of possible obstructions.

Section 4 TRAINS

400. Equipment.

401. During periods of limited visibility, trains shall have a white light showing to the front and a red light showing to the rear. Steam engines shall have the water glass and steam pressure gauge illuminated by a fixed light source. Such lights shall be bright enough to permit the safe operation of the train.

402. Refueling with flammable liquids shall not be done in covered station areas.

403. Ashes from solid fuel locomotives shall not be discharged in station areas except under emergency conditions. Cleanup is the responsibility of the individual discharging the ashes.

404. Locomotives and other power units shall, when appropriate, be permanently coupled to the car in or on which the engineer rides. Such coupling can either be by couplers and safety chain(s) or by drawbar with locking pins. Liquid or gas fuel cars shall be similarly coupled.

410. Equipment Safety.

411. No maintenance or repairs shall be done to MLS owned locomotives and/or rolling stock without prior approval of the Superintendent of Operations. The Superintendent of Operations or his/her designated representative(s) shall be notified as soon as is practical for the need of any such maintenance or repairs.

412. Engineers shall complete an operational/safety check of the locomotive/train before first use that day. When using an MLS locomotive, the engineer must also complete the log assigned to that locomotive.

- 413. Any member may declare a piece of club equipment unsafe and affix a "Bad Order" card to the equipment.
- 414. "Bad Order" equipment must be set out and the Superintendent of Operations or designated representative notified as soon as practical.
- 415. "Bad Order" equipment may not be returned to service until released by the Superintendent of Operations or designated representative.

Section 5 TRAIN OPERATIONS

510. Personnel requirements

- 511. Engineers are responsible for the safe operation of their train.
- 512. Engineers shall qualify annually as determined by the safety committee.
- 513. All members operating equipment are required to pass an engineer's test annually with a passing score of 90% prior to operating equipment on MLS track.
- 514. All visiting engineers shall be given written and/or oral instructions explaining the track system, the signal system, and basic safety prior to operating on the railroad. This briefing may be given by any certified engineer.
- 515. Engineers shall not allow anyone to ride between themselves and the controls of their engine so as to restrict their ability to control the train.
- 516. Engineers shall be the final authority as to who may ride their train.
- 517. Engineers shall have radio contact with the dispatcher/stationmaster when appropriate. (8/00)
- 518. Engineers shall carry a working flashlight for personal safety when operating a train at night.
- 519. Certified engineers 13 through 17 years of age may operate a train during the time that a public train is operating.
- 520. Certified engineers under 13 years of age may not operate a train on mainline track during the time that a public train is operating.
- 521. When operating MLS equipment, a junior member shall be supervised by a qualified, adult member.
- 522. The signal superintendent shall certify other persons on the systems controls and operating procedures so they may act as dispatcher.
- 523. Prior to operating club locomotives, all engineers must be certified by the Safety Chairman or designated representative.

530. Operational requirements.

- 531. All trains shall be operated by or under the direct supervision of a certified engineer. The supervising engineer shall either be on the train and able to take control of it or close enough beside the train to give verbal instructions and otherwise assist as necessary.
- 532. All trains must be operated at a safe speed.
- 533. Train crews shall use appropriate signals when operating their trains.
- 534. All mainline switches shall be left in their normal, operational position.

535. When a dispatcher is on duty, all trains operating in an un-signalized area must have radio contact with the dispatcher or be a second section to a train that has such radio contact.
536. The dispatcher on duty shall be responsible for ensuring an orderly traffic flow over the entire railroad.
537. In the event of signal failure, dispatcher on duty shall be prepared to maintain traffic flow over the entire railroad by radio.
538. Boilers are not to be blown down in station areas.

Section 6 PUBLIC TRAIN OPERATIONS

610. All trains carrying the public shall consist of MLS riding cars only. No member equipment shall be used when carrying the public except for those engines certified by the Superintendent of Operations or his/her representative.
620. Riding cars carrying the public shall:
 621. Be securely coupled to the satisfaction of the safety committee.
 622. Have seats installed so as to facilitate safety.
 623. Have bolsters that provide 3 or 4-point suspension.
 624. Have trucks that provide safe, stable operation.
 625. Safety chains or drawbars are required between all riding cars in public trains. (8/05)
630. Operational requirements.
 631. Trains carrying the public shall be operated only by a certified engineer with a certified conductor aboard.
 632. Maximum speed when operating public trains is five (5) miles per hour as determined by electronic means.
 633. Both stationmasters and train crews shall ensure that the public receives a BoD approved safety briefing before leaving the station and that they do not take anything aboard the train that may create an unsafe condition.
 634. The number of public riding cars on a public train shall be limited to a maximum of seven (7) with a maximum of three (3) passengers per car when the safety siren is functioning and in use. If the safety siren is not in use, the number of passenger cars in a general public train shall be limited to five cars with three passengers each.
 635. Public riding cars shall be placed behind the engineer's riding car with the conductor's riding car directly behind the last public riding car. (2/04)
 636. One unoccupied caboose may be placed behind the conductor's car. (8/05)
 637. The public shall, under normal circumstances, be loaded/unloaded only at designated station areas.
 638. All riders on regular public trains must be capable of walking to, boarding, and exiting riding cars under their own ability. (8/05)
 639. Individuals who weigh over 300 pounds or do not comfortably and safely fit in or on riding cars shall not be carried as public passengers.
 640. Pregnant women shall not be permitted to ride public trains. (8/05)

- 641. During public runs, first aid kits shall be made available to the public in designated station areas and on all engines pulling a public train. (8/05)
- 642. There shall be no servicing of locomotives or trains at a station that takes longer than the time required to unload and load passengers.
- 650. No engineer under the age of 18 years shall operate a public train.
- 655. Engineers must have radio contact with the dispatcher/stationmaster when operating a public train. (8/05)
- 660. Conductor:
 - 661. Must also pass the engineer's test annually prior to working on a public train. (2/04)
 - 662. Shall be responsible for monitoring safe operating conditions and for notifying the engineer when unsafe conditions arise.
 - 663. Shall have available a whistle, a radio, and, as appropriate, either a light or red flag.
 - 664. Must also have radio contact with the dispatcher/stationmaster when working on a public train. (8/05)
 - 665. Shall assist stationmasters with loading/unloading as needed.
- 670. Stationmasters:
 - 671. Shall be responsible for train movement in station areas and shall minimize congestion and delays there.
 - 672. Shall be responsible for activity in station areas to include the safe loading/unloading of passengers and safeguarding MLS property.
 - 673. Shall have available a whistle, a radio, and, as appropriate, either a light or red flag.
 - 674. Shall be responsible for recording the number of public passengers each run.