

Grand Rapids Model Railroad

Historical Society

Incorporated

STANDARD OPERATING POLICY

January 11, 2018

1. MEMBERSHIP (Individual, Adult)

Any person seeking individual membership must submit a completed membership application along with payment of an initiation fee (see 4.2 SPECIAL FEE below).

1.1 FAMILY MEMBERSHIP

Family Membership includes spouses, family youth 10 – 18 years and family students 19 – 25 years possessing a valid student ID. Any additional dues shall be limited to the cost of current NMRA Family Membership each year with no initiation fee or monthly GRMRHS dues other than those required for the primary (individual adult) member. Only the primary member may vote and/or hold office but all family members may participate in all other functions of the society.

1.2 STUDENT MEMBERSHIP

Student Membership includes youth 18 – 25 years possessing a valid student ID who are not part of a FAMILY MEMBERSHIP. This membership class requires a current NMRA Student Membership. Student members may not vote or hold office but may participate in all other functions of the society. There is no Initiation fee requirement for this membership class.

2. REGULAR MEMBERSHIP

Any person qualifying as an individual adult member or primary member of a FAMILY MEMBERSHIP shall be entitled to all privileges, full voting rights and shall be allowed to participate in all functions of the society. Members shall also qualify to hold any elected office.

3. GUEST ATTENDANCE

Members may have guests at any time (no children under 9 years of age) however, any person attending as a guest may attend no more than four (4) meetings in a single year without applying for membership.

4. PAYMENT OF DUES

Dues for all dues paying memberships shall be payable monthly but may be paid in advance, either semiannually or annually at the following rate(s):

Monthly: Twenty dollars (\$20.00) per month due the first meeting of each month.

Semi-Annually: One hundred Twenty dollars (\$120.00) due the first meeting in and May and

November. Annually: Two Hundred Forty dollars (\$240.00) due the first meeting in November.

FAMILY MEMBERSHIPS must include the current amount required by the NMRA for FAMILY MEMBERSHIP and that amount must be included with the first yearly dues installment of each year.

STUDENT MEMBERS shall be required to pay the current amount required by the NMRA for STUDENT MEMBERSHIP and is due at the first meeting in November of each year.

4.1 NMRA MEMBERSHIP

All members of the GRMRHS must have a current full membership in the National Model Railroad Association (NMRA). The NMRA membership fee for each individual adult GRMRHS member shall be paid by the GRMRHS annually in conjunction with the GRMRHS 100% Club report submitted to the NMRA.

Upon acceptance of membership, the GRMRHS will pay for each member that is in good standing, the current required amount for annual dues to the National Model Railroad Association (NMRA) that includes the monthly magazine.

4.2 SPECIAL FEE

An Initiation fee of \$ 80.00 (\$ 60.00 plus \$ 20.00 for the first month's dues) will be required with application for membership. This fee is refundable if the application is not approved by a majority of the Board of Directors.

4.3 NEW MEMBER COORDINATOR

Shall be responsible for recommendations to the BOD and general membership regarding a member orientation for all new members, including passing a Ops Test prior to becoming a "Solo Engineer"

Develop a Mentor Program of basic modeling skills, e.g. kit building, layout construction, scenery, ballasting, electrical, locomotive, car and coupler maintenance,

Recruit sponsors for Student members and if needed institute a schedule of additional work and ops session hours on Saturdays during school year.

5. SOCIETY FACILITIES

The society's facilities shall be open to the membership each Tuesday or at other times by approval of the Board of Directors.

The second Tuesday of each calendar quarter shall be set aside for the purpose of conducting regular business activities.

6.1 PUBLIC ATTENDANCE

The public shall be allowed to attend at any time at the discretion of the Board of Directors. It is permissible to have children in attendance at our open meetings only.

6. EXPENDITURES

All expenditures shall be subject to approval by the Board of Directors and all disbursements for approved expenditures shall be the responsibility of the treasurer who shall also maintain full accounting of all transactions.

7. LAYOUT CONSTRUCTIONS

All construction shall conform to standards of the Society as set forth by the Standards Committee for each discipline (track, scenery, structures etc.) and shall be done only in accordance with the master plan as approved by the membership.

Any member may work on the layout at any time, so long as all work performed conforms to the appropriate standard and meets the requirements of the master plan as approved by the membership.

8. STANDARDS COMMITTEES

Committees shall be formed to establish construction and maintenance standards for the following:

- Track materials and construction
- Electrical systems, including controls and lighting
- Scenery methods and materials
- Structure design and construction
- Bridge design and construction
- Benchwork design and construction
- Operation design and instruction

9. NEW WORK OR CHANGES TO PREVIOUS WORK

New construction or changes of any kind to existing scenery, bridges, trackwork etc. MUST be approved by a majority of the Board. The electrical department shall be consulted prior to making any decisions that affect the electrical/DCC system.

10. WORK GANGS

Work gangs shall be established to accomplish layout construction and building maintenance. Each "gang" shall have a regular member as Superintendent and shall be responsible for all construction and maintenance within its specified jurisdiction:

- Roadbed and track
- Electrical/control systems
- Scenery
- Structures (except bridges)
- Bridges
- Benchwork
- Operations