

Grand Rapids Model Railroad  
Historical Society  
Incorporated (GRMRHS)

STANDARD OPERATING POLICY

October 20, 2022

1. MEMBERSHIP

Membership in the GRMRHS consists of three (3) membership types. Regular (individual adult), Family, and Student. Any person seeking individual, family, or student membership must submit a completed GRMRHS membership application form.

1.1 REGULAR MEMBERSHIP

Any person qualifying as an individual adult member shall be entitled to all privileges, full voting rights and shall be allowed to participate in all functions of the Society. Members shall also be eligible to hold any elected office.

1.2 FAMILY MEMBERSHIP

Family Membership includes one (1) individual adult member, spouses, family youth 10 – 18 years and family students 19 – 25 years possessing a valid student ID. Monthly GRMRHS dues shall be required from the primary (individual adult) member only. The primary member of a Family Membership shall be entitled to all privileges, full voting rights, and be allowed to participate in all functions of the Society, including being eligible to hold any elected office. Only the primary member may vote and/or hold office but all family members may participate in all other functions of the Society.

1.3 STUDENT MEMBERSHIP

Student Membership includes youth 18 – 25 years possessing a valid student ID who are not part of a Family Membership. Student members may not vote or hold office but may participate in all other functions of the Society.

2. GUEST ATTENDANCE

Members may have guests at any time (no children under 7 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.

3. DUES STRUCTURE

Dues for all individual, family or student memberships may be payable as follows:

Individual or Primary Family Memberships:

Monthly: Fifteen dollars (\$15.00) per month due the first meeting of each month.

Semi-Annually: Ninety dollars (\$ 90.00) due the first meeting of each (6) month anniversary.

Annually: One Hundred Eighty dollars (\$ 180.00) due the first meeting of each annual anniversary.

Student Membership: Forty dollars (\$ 40.00) per year, payable with their Membership Application or in four (4) monthly installments.

All new GRMRHS members shall be required to include a minimum of three months dues with his or her membership application. Regular dues payment will then commence with the new member's fourth month of membership.

#### 4. NEW MEMBER COORDINATOR

Shall be responsible for recommendations to the Board of Directors and general membership regarding a member orientation for all new members, including passing an 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 the 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 third Tuesday of each calendar quarter shall be set aside for the purpose of conducting regular business activities.

#### 6. 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.

#### 7. EXPENDITURES, REVENUES, AND ASSETS

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 and report a full accounting of all transactions and cash balances.

#### 8. 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.

#### 9. 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

#### 10. 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.

#### 11. 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