

Austin Model Railway Society
Standard Operating Procedures
Adopted 7/22/17

These are the Standard Operating Procedures for the Austin Model Railway Society, referred to as the Society for the balance of this document. These operating procedures can be modified by a majority of the members voting.

Membership Levels:

A full member is defined as any member who is 18 years of age or older. Full members have full voting privileges for any matters that come before the membership of the Society.

A junior member is defined as any member who is under 18 years of age. The voting rights of junior members are limited to matters that pertain to the design and construction of the club layout. Junior members do not have voting rights for issues relating to financial or procedural matters of the Society.

Monthly Dues:

The monthly dues of the Society will be \$20 per month. Members are welcome to pay a full years dues or any part thereof in advance. Monthly dues for junior members will be \$5 per month, also payable in advance as desired.

Layout construction and operation:

All modules constructed for the club layout must meet the track placement specification as determined by the layout planning committee, and must pass any conformance testing by the committee before it may be included in the club layout for display and operation.

Financial Disbursements:

The president and treasurer are permitted to authorize financial disbursements. If a payment is to be made to either the president or treasurer, the other authorized person shall approve the payment.

Discrimination:

The Society will not discriminate against any person desiring to become member with regard to their sex, race, religion, color, sexual orientation, or any other quality.

Additional Duties of Officers not specified in Bylaws:

President: The President shall schedule all general membership meetings and will plan and conduct business and work sessions (unless the President designates a proxy for a specific meeting). The President will be responsible for appointing a committee to manage the annual Austin Area Train Show.

Vice President - Programming: Will chair the program committee, which will be responsible for all public showings and other operating sessions of the club layout, for example at train shows or private operating meetings. The VPP will coordinate with the event/facilities staff, plan the layout arrangement for the event, and coordinate all modules and electronics needed for the event. The VPP will also be the liaison to the Cen-Tex Division of the Lone Star Region of the NMRA.

Vice President - Operations and Standards: Will chair the layout design, standards, and operations committee.

Treasurer: The Treasurer will be a member of the Austin Area Train Show committee to manage budget, income and expenses.

Secretary: The Secretary will be a member of the Austin Area Train Show committee to manage marketing and publicity.