

MANUAL OF OPERATIONS

PACIFIC SOUTHWEST REGION



09/07/05

PACIFIC SOUTHWEST REGION
of the
NATIONAL MODEL RAILROAD ASSOCIATION

I N D E X

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Section 1 - Territory

A. The territory of the Pacific Southwest Region as defined by the NMRA is restricted to the State of Arizona, Imperial, Inyo, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego and Ventura Counties in California and Clark, Esmeralda, Lincoln and Nye Counties in Nevada.

The territory of PSR as set forth above shall be divided into Divisions under the control of the Board of Directors. The Divisions now established are:

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|----------------|--|
| DIVISION 37-01 | San Diego - Imperial and San Diego Counties in California |
| DIVISION 37-02 | Los Angeles - Los Angeles and Ventura Counties in California |
| DIVISION 37-03 | Arizona - The State of Arizona |
| DIVISION 37-04 | Cajon - Inyo, Mono, Orange, Riverside, and San Bernardino Counties in California and Clark, Esmeralda, Lincoln and Nye Counties in Nevada. |

B. Establishment of new Divisions within PSR by petition.

1. Any Group of members of PSR in a logical geographical area may petition the Board of Directors to create a new Division.
2. The petition must be submitted in writing to the PSR secretary at least sixty (60) days before the Board of Directors meeting, with copies of the petition submitted to the PSR President, Vice President, and the By-laws Committee Chairman, and must include:
 - a) Name of the Proposed Division
 - b) Description of the geographical boundaries of proposed Division.
 - c) Names, addresses and signatures of at least thirty five (35) current PSR members who will be members of the proposed Division.
 - e) A set of By-Laws for the proposed Divisions which will be reviewed, amended if necessary, and approved by the By-Laws Committee within sixty (60) days of the approval of request for a new Division by the Board of Directors
3. The proposed Division must elect a Superintendent, Chief Clerk/Paymaster and a Director in accordance with their approved By-Laws within one hundred and eighty (180) days from date of approval of new Division by the Board of Directors, or, before the next regularly scheduled meeting of the Board of Directors, whichever occurs first. The term of office for the Director shall coincide with the terms of office for the current Division Directors.
4. The Board of Directors, upon finding that there are sufficient members in the area and the interest and strength to operate a division program to increase the effectiveness of the PSR shall create such Division and amend this section of the Manual of Operations to conform.

Section 2 - Officers

The President as chief executive officer of the corporation, is charged with the conduct of all meetings, the appointment of committees, the execution of all documents authorized by the Board of Directors, and the supervision of the general business of the corporation.

The Vice President shall assume the duties of the President in his absence and assist him in carrying out the duties assigned to him. In the event of death or resignation of the president, he shall issue the notice for a Board of Directors meeting for the purpose of filling the vacancy in accordance with Article IV, Section 6 of the By-Laws and the provisions of this Manual under Vacancies in Office and assume the duties of the President until such a vacancy is filled.

The Treasurer shall be charged with having custody of all funds of the corporation; and shall receive payment of annual dues to PSR. He shall maintain a current and accurate set of books of accounts, and these shall be open to inspection to any Director or elected official of the PSR. He shall execute such documents on behalf of the corporation and pay all bills and disperse funds in accordance with the annual Budget Committee (Section 6 of this manual). He shall provide such current and accurate information to the committee so as to establish as valid a budget as is necessary to operate the corporation. He shall inform the president when cash flow is inconsistent with the budget. He shall prepare semi annually a financial summary for presentation to the Directors.

The Secretary shall be charged with keeping a full record of all meetings of the Board of Directors and the Membership. Nothing contained in this section of the Manual shall preclude that the offices of the Secretary and Treasurer may be held by one or the same person. Copies of the minutes of all meetings shall be delivered to each member of the Board of Directors and Standing Committee Chairman, no later than six (6) weeks after the meeting.

Section 3 - Directors

The Director is the responsible officer in the Division through whom the Officers shall channel all National and Regional information and programs. His duty in the Region is to attend all meetings of the Board, reporting on the status of his Division and presenting all questions or initiative action from the members in his territory. As a member of the Board he is an officer of the region and in all deliberations and voting he is acting not only for his Division but primarily to effectively obtain the objectives of the Region as a whole.

Section 4 - Elections

Campaigning

Each candidate is strongly encouraged to submit a statement of his or her relevant qualifications and plan of action for publication in the *Dispatch* or division newsletter. A personal photo is optional. To ensure equity, the PSR will not accept a candidate's statement:

- Exceeding 250 words
- Received after the close of the publication deadline
- Containing false or misleading statements
- Containing offensive or defamatory material

Statements should be confirmed by the *Dispatch* or division newsletter editor to ensure that they contain no false, offensive or defamatory material. The editor is not responsible for the accuracy of candidate statements, however.

Intense campaigning is undesirable and inappropriate. Campaigning by mass communication or during PSR conventions and division events strains the harmony of the organization. PSR and division officials should remain neutral and not make official endorsements under their authority of office. The *Dispatch* and division newsletters likewise should remain free of endorsements.

The use of PSR mailing labels on behalf of candidates for office in the region or divisions is prohibited. Additionally, the PSR will not sell or otherwise provide mailing labels, address lists or e-mail lists for campaign purposes.

Section 5 - Meetings

All meetings shall be moderated by the president and a full record maintained thereof by the secretary which shall be open for examination by any member at all reasonable times. Proceedings of all meetings shall be governed by Robert's Rules of Order.

There shall be one Convention and Business Meeting annually which shall be held in accordance with the By-Laws, Article IV, Section 1. The By-Laws state that the convention and business meeting will be held within 30 days before or after Oct. 1st of each year except when a major event such as a national convention is held within the boundaries of the PSR. The convention and annual meeting may at the discretion of the Board of Directors be held in conjunction with that special event. The location of the Annual Meeting shall be governed by bids from a club or similar group for the privilege of being host. Such bids shall be processed in accordance with Section 6, Paragraph 10 of this Manual. The Board of Directors, upon presentation of bids and reports from the convention committee, may, at any regular meeting, act upon bids that have not been accepted. Insofar as possible, two successive Annual Meetings in the same Division shall be avoided. Special Meetings of the Membership may be called by the Board of Directors and at least 30 days notice of such meetings shall be given all members through the official publication.

The Board of Directors shall meet in accordance with the PSR By-Laws, Article IV, Section 3. The By-Laws state that the BOD shall meet semi-annually, with one such meeting preceding the Annual Meeting of the Membership at the location of the Convention and Annual Meetings. The location of the mid-year and any accompanying Mini-Convention shall be governed by bids from the prospective hosts, to be processed in accordance with Section 6, Paragraph 10 of the Manual. The Board of Directors, upon presentation of bids and reports from the Host Convention Committee, may, at any regular meeting, act upon bids for succeeding years for which bids have not previously been accepted. If the Board of Directors accepts a bid from a group outside the PSR and its Divisions, there shall be a signed contract for the convention (or Mini-Convention) by the PSR President and the legal responsible representative of the Group whose bid has been accepted. The contract shall detail the responsibilities of both parties and the split of all properties and surplus funds or any loss.

Special Meetings of the Board of Directors shall be called in accordance with the PSR By-Laws, Article IV, Section 4. Special Meetings of the Board of Directors shall be called by the president within 30 days of receipt of a signed request of three members of the Board of Directors stating the subject and desirability of such a meeting.

Quorums for meetings shall be in accordance with Article IV, Section 5, of the PSR By-Laws which state that quorums for any meetings of the membership shall be twenty five and for the Board of Directors two-thirds of it membership. Proxies may be used by used by a Board member when unable to attend a duly called meeting. The member of the Board appointing a proxy shall advise the President in writing prior to the opening of the meeting.

Proxies are not valid for the members at any meetings nor may they be used by members voting by mail.

Section 6 - Vacancies

A vacancy in the office of the President or Vice-President shall be filled for the unexpired term by a vote of the Board of Directors at any stated or special meeting, within 60 days of notification of such vacancy. A vacancy in the office of Director shall be filled by the respective Division within 60 days. Should a Division fail to fill such vacancy, the President with the consent of the appointee, may fill such vacancy until the Division acts.

Any vacancy in appointed office shall be filled at once by the officer charged with making the original appointment.

Should an elected Officer be suspected of misuse, misconduct, detrimental performance, or malfeasance in office, the officer can be removed by the following procedures:

- A. A written petition against the officer signed by a majority of the Board of Directors must be submitted to all members of the Board of Directors and the officer will be immediately suspended.
- B. Within sixty days, the Board of Directors shall meet to hear from the accused and the accusers.
- C. If the Board of Directors feel the charges are sustained, a three-fourths majority in favor of a motion to remove him or her from office will effect the action. If not, the officer shall be reinstated.
- D. The resulting vacancy will be treated as such and handled in the manner dictated above.

Section 7 - Committees

The Standing Committees of the Region shall be appointed by the President and serve at his pleasure.

The Budget and Finance Committee shall consist of the President, Vice-President and Treasurer. The committee shall prepare an Annual Financial Report to the membership which shall be published in the PSR *Dispatch* in the issue following the Annual Meeting. It shall also prepare for each Annual Meeting a proposed Budget which shall be reviewed by the Board of Directors and adopted at the Annual Meeting.

The Member Service and Promotion Committee shall consist of a Chairman appointed by the President and the Membership Chairman for each Division. The Committee shall coordinate the work of the Membership Committee of each Division.

The chairman shall maintain the computer roster of membership and notify all members of dues payable. He shall receive all applications for membership, accompanied by evidence of membership in NMRA or one year's dues in NMRA, with payment of annual dues to PSR. Memberships shall be for one year. Application for other classes of membership as set forth in Article II of the By-Laws shall be handled in a similar manner. Upon acceptance of the application, or renewal dues, a membership card shall be issued to the member. The membership expiration date shall, for all purposes coincide with the NMRA expiration date in order to keep "valid membership in NMRA" requirements satisfied. The dues shall be transmitted to the Treasurer as received. The Chairman shall provide the President with a list of all members semiannually prior to the Midyear and Annual Meeting of the Board of Directors. At the same time the Chairman will provide each Director with a list of all members of his division. The President may direct the Chairman to provide additional lists to those he deems necessary. The Chairman shall place backup rosters with others as he believes is prudent using the same recording medium as the master list.

The Contest Committee shall consist of a Chairman appointed by the president and the Contest Chairman from each Division. The Committee shall conduct all Contests, including the Regional Contest held during the Annual Convention.

The By-Laws and Manual of Operations Committee shall consist of a Chairman appointed by the President and may contain such other members as the Chairman deems necessary to carry out the required duties of this Committee. Additional committee member shall be approved by the President. The Committee shall review all requests or suggestions for changes of the By-Laws and Manual and submit them to the Board of Directors with recommendations.

The Nominating Committee shall consist of a Chairman appointed by the President and the Chairman of the Nominating Committee of each Division. The Nominating Committee shall obtain the Nominees for each office and shall secure the written consent of each to serve the office involved, if elected. In even

years the committee shall prepare a slate for the office of President and Vice-President -- at least two for each office -- and report them to the Board at the semi-annual meeting. The Board shall certify the slate to the Chairman of the Ballot Committee. In odd years the committee shall prepare a slate of the Directors consisting of at least two nominees from each Division and report them to the Board at the semi-annual meeting. The Board shall certify the slate to the Chairman of the Ballot Committee.

The Ballot Committee shall consist of the Editor of the *Dispatch* as Chairman and two members appointed by the Chairman and may contain such other members as the Chairman deems necessary to carry out the required duties of this committee. All Committee members shall be approved by the President and/or the Board of Directors. The Committee shall publish the certified slate of candidates with a resume of each candidate and shall establish an effective method of eliminating the possible insertion of counterfeit ballots during the balloting process. (Suggestion: i.e., a special watermarked paper for the ballot). The committee shall issue each ballot and upon the return of the ballots, shall tabulate and count them and report the results to the President. The PSR Ballot is to follow the same format as the NMRA Ballot - the incumbent listed first, other candidates listed in alphabetically in order, then a space for a write-in.).

The Public Relation Committee shall be under the direction of a Chairman appointed by the President and consist of one or more members from each Division and one or more NMRA Promotion Department members representing PSR. When requested, the committee shall provide a designated amount of PSR/NMRA Membership Application and Information Folders and all such advertising, promotional and public relations material as is currently available for use and distribution at Region/Division meetings and such events as Shopping Mall Displays, Hobby Shows, Rail Fairs, Club Open House, Group Meetings and observance of National Model Railroad Month.

The Convention Promotion Committee shall consist of five members and the Contest Chairman, ex-officio. The President shall appoint the Chairman and the Chairman shall appoint four members of the Committee. The duties of the Convention Committee shall be to accept, in accordance with Section 9, Item 3 of the Manual, written bids from prospective Convention Hosts. The Committee shall screen the bids for suitability of facilities and the ability to handle a convention and shall deliver all approved bids to the President.

The Publication Committee shall consist of the Editor of the PSR *Dispatch* appointed by the President and a circulation Manager and Business Manager appointed by the Editor.

The Achievement Program Committee shall consist of the NMRA Regional Achievement Program Chairman and as many committee members/judges as he may deem necessary to promote, obtain and assist prospective participants and carry out the objectives of the Program.

The Achievement Program Chairman shall:

- A. Maintain an adequate supply of Achievement Program Rules and Statements of Qualifications for distribution to the members of his Region on request.
- B. Provide interpretation of details of the requirements for each Achievement Certificate category for members of his Region.
- C. Receive and certify all satisfactorily completed Statement of Qualifications from the members of his Region.
- D. Present all Achievement Certificates to the members of his Region on some suitable occasion.
- E. Send news releases to the Regional publication of his Region.
- F. Maintain a file of completed Statements of Qualifications, Regional Contest winners and Merit Award Winners. A file of requirement interpretations and changes in requirements or regulations shall be maintained as a permanent record for the Region.
- G. Appoint Merit Award judges, as required.
- H. Complete and sign all Merit Award Certificates and present (or have presented) to the member of his Region on some suitable occasion.

Special Committees may be appointed by the President as are necessary to carry on the business of the corporation in accordance the the PSR By-Laws Article V, Section 2. The appointment shall state the duties and terms of such committees.

Section 8 - Divisions

Each Division shall provide itself with a set of By-Laws not inconsistent with the By-Laws of this Region or NMRA nor the provisions of this Manual and a copy of such By-Laws and every amendment thereof shall be filed with the Secretary. Every member of the region residing within the jurisdiction of a Division is automatically a member thereof and the Division may not charge or assess such a member.

Each Division shall be administered by a Superintendent and a Chief Clerk/Paymaster in cooperation with the Director in accordance with Section 3 of this Manual. All officers of each Division shall be Voting Members (as defined in Section 13.A.0) of the Region.

Each Division shall have the following Committees whose chairmen are, in accordance with Section 6 of this Manual, members of their respective Regional Committee: Membership, Contest and Nominating, and such others as the Superintendent may appoint for the better functioning of the Division.

It is recommended that each division hold at least four meetings per year. Division meetings may not be referred to as a Convention.

It is recommended that:

Each Division shall maintain their financial accounts in a bank that is a member of the Federal Deposit Insurance Corporation, (FDIC) and/or a savings and loan institution that is a member of the Federal Savings and Loan Insurance Corporation (FSLIC). All Division financial accounts shall be joint accounts. Joint accounts are those from which either one or two possible individuals are authorized to make withdrawals. The Division Chief Clerk/Paymaster and the Division Superintendent shall be the two individuals in whose names the Division financial accounts are maintained. The two names in which the Division financial accounts shall be updated after each Division election of Officers to reflect the names of the current Chief Clerk/Paymaster and Superintendent.

Section 9 - Publications

The official publication of the PSR shall be as defined in the PSR By-Laws, Article VI, Section 1. Distribution of the official publication shall be to the membership as the membership is defined in the PSR By-Laws, Article II, Section 4, and Article VI, Section 2. The PSR *Dispatch* is the only official publication of the Region. As stated in the By-Laws, it shall be published at least four times a year and distributed to all subscribing and Life Members. All official corporate notices, including meetings, ballots, financial reports and actions of the Board governing the members shall be issued through the *Dispatch*. The *Dispatch* is the charge of the Publication Committee as set forth in Section 6 of this manual.

Section 10 - Convention

The Annual Convention is handled by the host whose bid has been accepted by the board and with supervision and assistance of the Regional Convention Committee.

1. The operation of the host committee is through the individual members who are assigned areas of convention activity in which to work. These may include, but are not limited to, planning, industry exhibits, contests, clinics and raillettes.

2. Term of Office. The length of term is, of course, governed by those making appointments. It is, however, recognized that to gain the most from the experience of past conventions, the membership of both the host and regional committees are encouraged to continue to be available. This should not be construed as meaning permanent appointments.

3. Bids: The Convention Committee should maintain a continuing search for convention sites.
- a) A logical place to develop bids is through the Division Board Members. The Chairman should work well in advance of need to contact these men for information which will yield a valid bid.
 - b) In some cases the Division organization will sponsor a bid in the name of the Division.
 - c) There are also great possibilities for valid bids from groups. which may or may not, be a Club Organization.
 - d) Valid bids may come from any of the above groups for a convention which may be held in a geographical location which is not the "home town" of the group.
 - e) Experience has shown that a convention can be hosted at a site chosen solely for location.
 - f) The schedule of conventions should serve the membership population be a logical rotation from east to west in the Region.
 - g) The Chairman and his committee should make available all possible information regarding future bids and convention needs to bidders to assist them in making a knowledgeable bid. A summary of the requirements is available from the Convention Committee Chairman.
 - h) A bid must be in the hands of the President four (4) weeks before the meeting at which the selection will be made.
 - i) The PSR Convention Committee shall screen all bids and may make recommendations to the Board of Directors.

4. Conventions: The Convention Chairman is looked to for advice by the Host Convention Chairman. Past Convention Chairman may be members of the PSR Convention Committee, and so, the value of the committee is increased. The Host is charged with the responsibility of the success of the convention. The PSR Convention Committee serves as an advisor with sound advice based on experience.

- a) A library of past Convention Reports is in the custody of the Chairman. These are made available to Bidders and Hosts to assist them in planning and conducting a convention.
- b) Six (6) copies of the Host Convention Report are required from the Host Convention Chairman. This Report should contain as much detailed information as possible on planning and execution of the convention. It is important that the report include information on what was considered but not carried into the final convention program, as well as the events that were finally selected.
- c) Forms are provided by the Convention Committee for Statistical and Financial Accounting of the convention and are to be part of the Convention Report. Forms are available from the Convention Committee Chairman.
- d) A guide for PSR Convention Hosts is available from the PSR Convention Committee. From time to time this guide may be expanded and updated to better serve convention hosts.
- e) It should be remembered that the PSR Convention Committee and Convention Host Committee represent the PSR and NMRA. In all aspects of convention planning all parties must strive to present, and effect, good public relations with those whom they deal.
- f) The Convention Chairman will receive many letters from cities and hotels which wish to place a bid for a convention. These are to be answered and the method of bid explained.
- g) The PSR Convention Committee will include in the advice to the Host; the requirements of PSR at conventions; the facilities for the Board and Business Meetings; the directions for conduct of the PSR Model Contests.
- h) The PSR Convention committee Chairman will report to the BOD at the Semiannual and Annual Meetings.
- i) Expenses for all Contests are the responsibility of the Host Convention Committee and are to be paid by the Host Convention Committee.

- j) Convention Host Committee Chairman are expected to report to the Board of Directors at all meetings of the Board of Directors relative to the planning, progress, and final results of the current Convention, or the planning and progress of a future Convention. In order to facilitate close cooperation by the PSR Convention Committee and others experienced in the planning, progress and results of any upcoming convention, the Host Committee Chairman is expected to prepare bimonthly statements indicating income, expense, and number of advance reservations. These bimonthly statements should begin at least one year prior to the date of the upcoming convention and copies of such statements should be sent to the PSR President, Treasurer, local Division Director and the Regional Convention Chairman.
5. Convention Fund: The PSR Treasurer shall establish a separate financial account hereupon known as the "Convention Fund". The Convention Fund shall be under the control and jurisdiction of the PSR Convention Chairman and the Board of Directors and shall meet all requirements of Section 12 - Financial Accounts for safe and prudent management. The Convention Fund shall be limited to four thousand (\$4,000.00) dollars in aggregate total, all excess/surplus funds shall be transferred to the PSR General Fund Account with accountability as established by Section 12- Financial Accounts.
- a) Disbursements: The Host Committee Chairman may, upon written request approved by the PSR Convention Chairman and/or the PSR Board of Directors, draw an advance sum not to exceed one thousand (\$1,000.00) dollars from the Convention Fund. The Approved amount may be obtained from the PSR Treasurer.
 - b) The total advance sum granted the Host Committee Chairman shall be repaid to the Convention Fund before a net profit is declared.
 - c) If the Convention results in a financial loss and the loss is fully substantiated by documentary evidence; the Convention Fund shall, upon approval by the PSR Convention Chairman and/or the PSR Board of Directors, reimburse the Host Committee Chairman up to fifty percent (50%) of the documented loss not exceed six hundred (\$600.00) dollars, which ever sum is less.
 - d) Surplus funds: The Host Committee Chairman may, at his discretion use a portion of those funds to host a dinner and/or a memento for the Host Committee and active volunteer workers who were responsible for a successful convention.
 - e) Surplus funds created by prudent management of convention expenses, extra fund raising events (i.e.; Convention or Souvenir Cars, Auctions, Convention Pins and Patches, Public admission charges, etc.) shall be disbursed according to the Convention Bid Agreement. This agreement shall require 65% distribution to the Host group and 35% to the PSR Convention Fund unless other specific distributions are identified in the Bid Agreement. There shall be no exceptions but all fund raising activities running concurrent with a Convention shall be included in the finances of the Convention unless specifically written into the Host's Convention Bid package received and approved by the Board of Directors of the Pacific Southwest Region when the Bid is accepted.
6. Mini-Convention: If the President and/or the Board of Directors choose to hold a Mini-Convention in conjunction with the semi-annual meeting of the BOD, they may ask the PSR Convention Committee to assist in the same manner as with Annual Convention.

Mini-Convention Bids are required to adhere to the same regulations and procedures as the Annual Convention Bids

Convention Fund disbursements exceptions are identified in a) and c) below:

- a) The host Committee Chairman may, (as in 5-A) draw an advance sum not to exceed four hundred (\$400.00) dollars from the Convention Fund.
- b) Repayment of advance sum, (as in 5-B).
- c) Mini-Convention financial loss, (5-C shall apply) with reimbursement up to fifty percent (50%) of the documented loss not to exceed two hundred fifty (\$250.00) dollars, whichever is less.
- d) Surplus Funds: Host Committee dinner and/or memento, (as in 5-D).
- e) Surplus funds created by prudent management, (5-E shall apply in its entirety).

- f) The Host Committee Chairman will file a report with the PSR Convention Committee prior to the next BOD Meet following the Mini-Convention.
- g) The Mini-Convention should be held as accepted in the Bid submitted and approved.
- h) It is recommended that all Bids consider the location of the just held Annual or about to be held Annual Convention before the BOD accepts an offer to host a Mini-Convention.

Section 11 - Contest Directory

The Contest Chairman shall publish a Contest Directory to govern the conduct of all PSR Contests authorized by the Contest Chairman. Any and all changes in this Directory shall be made only by the Contest Chairman and with the Concurrence and written consent of the President.

The purpose of the Contest Directory shall be to list and define the Contest events as authorized by the Contest Committee. The Contest Directory shall also describe the judging methods, awards and record keeping procedures for all authorized events.

The Contest Directory shall be available to all PSR members upon request.

Section 12 - PSR Awards

The purpose of this section is to set forth a procedure for recognizing meritorious service within the PSR. All Awards will be presented at the Annual Convention of PSR.

1. PSR President's Award - Will be sponsored by PSR and shall be given annually for outstanding service to PSR. The selection of the recipient shall be made by the President of *the* PSR. When the President and the Trustee are not the same person a PSR Trustee's Award may be given for outstanding service to the NMRA and PSR.. The selection of the recipient shall be made by the Trustee of the PSR.
2. PSR Member of Year - Will be sponsored by PSR and shall be awarded annually to a person or persons from each Division for outstanding service. The Director of each Division will notify the Secretary of the selection/s at least 30 days prior to the Annual PSR Convention.
3. PSR Past President's Pin - To be awarded by the incoming President to the outgoing President. Upon authorization by the Board of Directors at the preceding Midyear Board of Directors Meeting, the Secretary will procure a suitable pin and deliver it to the incoming President prior to the Annual Membership Meeting.
4. Awards proposed by groups or individuals other than PSR or its Divisions at Annual or Mini-Conventions must have the approval of the Board of Directors. A representative of the proposed award will provide the Board of Directors with a description of the award, the purpose, method of selection and intended means of presentation. Upon approval by the Board of Directors, the Secretary will issue a letter authorizing the award and stating any restrictions or limitations.
5. The President of PSR and the Superintendent of each PSR Division shall inform the Secretary of PSR of all committee appointments. The Secretary of PSR shall provide the President PSR with Certificates of Service for presentation at the annual convention or other appropriate time. The AP Chairman shall receive a list of the certificates for the AP files.

Section 13 - Financial Accounts

The PSR shall maintain its financial accounts in a bank that is a member of the Federal Deposit Insurance Corporation (FDIC) and/or a savings and loan institution that is a member of the Federal Savings and Loan Insurance Corporation (FSLIC). All PSR financial accounts shall be joint accounts. Joint accounts are those from which either two of three possible individuals are authorized to make withdrawals.

The PSR Treasurer, the PSR President and the PSR Vice-President shall be the three individuals in whose names all PSR financial accounts, except the *Dispatch* financial account, are to be maintained. The three names in which all PSR financial accounts, except the *Dispatch* account, are maintained shall be updated after each change in personnel in the office of the PSR Treasurer, President or Vice-President.

The PSR Treasurer and the PSR *Dispatch* Editor shall be the two individuals in whose name the DISPATCH financial account is to be maintained. The two names in which the *Dispatch* financial account is maintained shall be updated after each change in personnel in the office of PSR Treasurer and/or PSR *Dispatch* Editor.

The PSR financial accounts, including the *Dispatch* financial account, shall be audited as to adherence to proper accounting standards by a committee of three PSR member auditors appointed by the PSR Treasurer subject to the approval of the President and/or the PSR Board of Directors. The frequency of the of PSR financial accounts, including the *Dispatch* financial account, shall be a minimum of every two calendar years; or, at the change of the individual in the office of PSR Treasurer; or, at the request of the majority of the members of the PSR Board of Directors, which ever occurs more frequently. In no case shall any PSR financial account remain unaudited for more than two (2) calendar years.

Section 14 - Membership

The rules regarding PSR membership and participation in Regional and Divisional activities are as follows:

1. You do NOT have to be a member of PSR to:
 - a) Attend Regional Conventions or Division Meetings.
 - b) Present clinics at Region Conventions or at Division Meetings.
 - c) Buy items from the Swap Table or Auction.
 - d) Participate in any Division or Region Contests Providing that you are a NMRA member and a member in good standing in any NMRA Region except when the NMRA national convention is held within the boundaries of the PSR and the PSR regional convention is held in conjunction with the national convention, the PSR regional contest shall be PSR members only.
2. You DO have to be a *Voting* member of PSR to:
 - a) Run for or be elected to a Region or Division Office.
 - b) Vote in any of the Region or Division elections.
 - c) NMRA members who are members of PSR and reside outside the boundaries of PSR, do NOT have the privilege of voting in PSR elections. **LOOK OUT**
3. You DO have to be a Member of PSR to:
 - a) Be appointed to a Region or Division Office
 - b) Participate in the Region or Division business meetings
 - c) Sell items from the Swap Table or at auction at a region sponsored event
4. You DO have to subscribe or be a life member to:
 - a) Automatically receive copies of the PSR DISPATCH (and Division publications, if any) in the mail

Section 15 - Amendments

The provisions of this Manual are designed to aid the Region and Members in reaching the objectives of the corporation. It may be amended by a majority vote of the Board of Directors at any regular meeting or at a special meeting properly called for that purpose.