

SOUTH JERSEY GARDEN RAILROAD GUIDELINES

CLUB OFFICERS

Elected Officers

President, Vice-President – They are elected annually and may hold office for two consecutive years only.

Executive Committee

President, Vice President (show coordinator), Contact/Newsletter Editor, Treasurer

Volunteer Positions

Webmaster, Sunshine Person, Equipment Manager, Contact/Newsletter Editor, Treasurer, Librarian/Historian. Volunteers may hold office until such time they wish to step-down.

MEMBERSHIP

Dues are collected each January. \$15/family entitles members to monthly newsletters, show information and sharing of events via announcements and handouts, annual directory and SJGRS Guidelines.

New members are sent a package, which includes the above items as well as a map book, nametags, and handouts regarding railroad information. Dues for new members are not prorated. So the dues are \$15 regardless of the month in which a person joins our club.

Members who do not pay their dues by January 31st. each year are dropped from the books and do not receive further monthly newsletters. '

SJGRS welcomes members from any location. Motion to accept members no matter where they reside was voted on and passed 4/19/98.

BUSINESS MEETINGS

Meetings are scheduled monthly either in members' homes or a designated area chosen by the host member and/ or several family members. Luncheon and enjoying the host's trains or layouts begins at 12:30pm. The business meeting begins at 1:30pm and is chaired by the President or in his/her absence the Vice President. If a member would like to present a workshop or information they must contact the host so that preparations can be made to accommodate their equipment and time allotment.

SCHEDULING A MEETING

The contact person coordinates a schedule of meetings and events each December/January. Members who wish to host a meeting during an upcoming year must let the contact person know which month/day. Calendar of events will be printed in each monthly newsletter. Dates are subject to change but host must let the Contact Person know in advance to let members change their calendars.

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OPEN HOUSE

Members are encouraged to host open houses to introduce our hobby and to share their layouts with friends, family and interested railroaders.

ATTENDANCE POLICY

Members must contact the host family or families if they plan TO ATTEND a meeting. No need to call if you are not attending.

BOOKS AND VIDEOS

The Librarian/Historian keeps updated lists of books and videos available from members. If you would like a list contact the Librarian.

PURCHASES

All purchases must be approved by motion at a business meeting. BEFORE the purchase is made. The treasurer will reimburse the member. They must present a receipt.

50/50 DRAWING

In order to keep money coming into our treasury, 50/50 tickets are sold at each meeting. Cost is \$1 per ticket. Members may also donate items to be won after the initial 50/50 drawing.

CLUB SHIRTS, JACKETS, and HATS

Club shirts, jackets and hats may be ordered through the treasurer. All items will have the SJGRS Logo.

NAME TAGS/BUSINESS CARDS

The contact person provides name Tags and business cards. When you need cards (your name and phone number can be included on back) order them from the contact person.

WEB PAGE

SJGRS has a Webmaster and an informative up-to-date web page.

Go to www.trainweb/org.sjgrs to check it out.

EQUIPMENT

Show equipment is housed in the SJGRS trailer housed at the equipment Managers home. The Equipment Manager keeps an inventory of items. If you wish to borrow equipment you must make arrangements with the Equipment Manager. Equipment must be returned and be available for shows and other members wishing to borrow equipment.

Members borrowing equipment for talks or other shows not connected with SJGRS must list the items borrowed and are responsible for care and return of all equipment.

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SJGRS TRAILER-MILEAGE

Members hauling the trailer are entitled to mileage reimbursement. A motion was made and approved to reimburse the driver hauling the trailer to events for cost of transporting the trailer. This includes actual cost of gas, tolls and parking. Driver must submit a voucher to the treasurer for reimbursement. Motion approved 4/10/05.

Show Participation Rules and Regulations

Approved by unanimous vote 1/14/07. The club does not pay for food purchased by members working the shows. Members bringing modules and/or items to display at shows will do so without reimbursement. SJGRS operates shows on a volunteer basis except for the member hauling the trailer.

Revised 1/06/2009

