

# MANUAL OF OPERATIONS

## PACIFIC SOUTHWEST REGION



PACIFIC SOUTHWEST REGION  
of the  
NATIONAL MODEL RAILROAD ASSOCIATION

03/23/2025

I N D E X

MANUAL OF OPERATIONS

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## Section 1 – Introduction and Overview

- A. The Pacific Southwest Region (PSR) is a region within the National Model Railroad Association (NMRA). The NMRA is an international association of model railroaders, headquartered in Soddy Daisy, Tennessee. Among other things the NMRA serves to establish model railroad standards, enhance the knowledge of its membership and advance the model railroad hobby.
- B. The NMRA has established geographic boundaries and authorized the formation of subsidiary groups and organizations within those boundaries in order to more effectively promote its aims. As defined by the NMRA, the PSR is a Non-Profit Organization made up of Divisions as follows:
- |                |                                                                                                                                            |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
- C. Establishment of new Divisions within PSR by petition.

New Divisions within the PSR may be established as follows:

1. Any Group of members of PSR in a logical geographic 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 a Board of Directors meeting. Copies of the petition must also be submitted to the PSR President, Vice President, and the By-laws Committee Chair.
3. The petition must include:
  - a) Name of the Proposed Division
  - b) Description of the geographic 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.
  - d) A set of By-Laws for the proposed Division.

The proposed By-Laws of the new Division will be approved or disapproved by the PSR Board of Directors, PSR President and By-Laws Committee Chair within sixty (60) days following the subsequent Board of Directors regularly scheduled meeting.

The PSR Board of Directors shall authorize the new Division based on finding that the PSR and NMRA interests will be better served by, and that there are sufficient members and strength to operate, a new Division program.

4. Following authorization, the new Division shall elect a Division Superintendent, Chief Clerk/Paymaster and a Director in accordance with their new By-Laws within one hundred and eighty (180) days from authorization, or, before the next regularly scheduled PSR Board of Directors meeting, whichever occurs first. The term of office for the Director shall coincide with the terms of office for the current Region Division Directors.

## Section 2 - Officers

The Officers of the PSR make up the voting members of the PSR Board of Directors and shall consist of:

- PSR President
- PSR Vice President
- PSR Division Directors
  - Arizona Division Director
  - Cajon Division Director
  - Los Angeles Division Director
  - San Diego Division Director

The PSR President as chief executive officer of the organization is charged with the conduct of all BOD 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 organization.

The PSR Vice President shall assume the duties of the President in his/her absence and assist in carrying out the duties assigned to the President. In the event of death or resignation of the president, the Vice President shall issue the notice for a Board of Directors meeting for the purpose of filling the vacancy in accordance with Article V, Section 5.04(c) 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 PSR Chief Financial Officer (CFO) shall be charged with having custody of all funds of the organization; and shall receive payment of the bi-annual NMRA National member stipend. He/she 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. The CFO shall execute such documents on behalf of the organization and pay all bills and disperse funds in accordance with the annual Budget Committee (Section 7 of this manual). He/she shall provide such current and accurate information to the committee so as to establish as valid a budget as is necessary to operate the organization. He/she shall inform the President when cash flow is inconsistent with the budget. The CFO shall semi-annually prepare a financial summary for presentation to the Board of Directors.

The PSR Secretary shall be charged with keeping a full record of all meetings of the Board of Directors and the Membership. Copies of the minutes of all meetings shall be delivered to each member of the Board of Directors and Standing Committee Chairs, no later than six (6) weeks after the meeting.

Nothing contained in this section of the Manual shall preclude that the offices of the Secretary and CFO may be held by the same person.

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

### **Section 3 - Elections**

Elections for the officers of the PSR are held in accordance with the PSR By-Laws.

#### **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* and/or division newsletter or electronic election media. A personal photo is optional. To ensure equity, the PSR will not accept a candidate's statement:

- Exceeding 150 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 Nominations and Elections Chairman, Webmaster, and/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 4 - Meetings**

Proceedings of all meetings shall be governed by Robert's Rules of Order.

All meetings shall be moderated by the President and a full record maintained by the Secretary. Records shall be reasonably available for review by any member. Meeting Quorums shall be in accordance with Article V, Section 5.07, of the PSR By-Laws.

#### **A. Board of Directors Meetings**

The Board of Directors shall meet in accordance with the PSR By-Laws, Article V; Section 5.06(a). The By-Laws state that the Board of Directors shall meet semi-annually, with one such meeting preceding the Annual Business Meeting of the Membership at the location of the Convention (preferred) or at a location as directed by the President and agreed to by the Board of Directors. 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 10 of this 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.

Proxies may be 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.

Special Meetings of the Board of Directors shall be called in accordance with the PSR By-Laws, Article V, Section 5.06(c).

**B. Conventions and Business Meetings:**

There shall be one Convention and Business Meeting which shall be held within thirty (30) days before or after October 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 Business Meeting may, at the discretion of the Board of Directors, be held in conjunction with that special event.

The location of the Convention and Annual Business Meeting shall be governed by "bids" from a club, PSR Division or similar group for the privilege of being "Host". Such "bids" shall be processed in accordance with Section 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. If possible, two successive Annual Business Meetings in the same Division shall be avoided.

Special Meetings of the Membership may be called by the Board of Directors and at least thirty (30) days' notice of such meetings shall be given all members through the official publications.

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

**Section 5 - Vacancies**

A vacancy in the office of the President or Vice-President shall be filled for the remainder of the current term by a vote of the Board of Directors at any stated or special meeting, within sixty (60) days of notification of such vacancy. A vacancy in the office of Director shall be filled by the respective Division within sixty (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.

**Section 6 – Removal of Officers**

Should an elected Officer be suspected of misuse, misconduct, detrimental performance, or malfeasance in office, the officer can be removed in accordance to the PSR Bylaws Article V, Section 5.04(a) 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 (60) 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 affect 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 – PSR Committees**

The Standing Committees of the Region shall be appointed by the President and serve as required.

The Budget and Finance Committee shall consist of the President, Vice-President and CFO. 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. This Committee 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 Committee shall consist of a Chairman appointed by the President and the Membership Chairman for each Division. The Committee Chair shall coordinate the work of the Membership Committee of each Division.

The chair shall maintain the computer roster of membership in coordination with the NMRA national office. The Chair shall provide the President with a list of all Region members as they become available from the NMRA National office. The Chair will provide each Director with a list of all members of their respective divisions from this list. The President may direct the Chair to provide additional lists to those he deems necessary. The Chair shall maintain backup rosters as deemed prudent using the same recording medium as the master list.

The Contest Committee shall consist of a Chair appointed by the president and the Contest Chair 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 Chair appointed by the President and may contain such other members as the Chair deems necessary to carry out the required duties of this Committee. Additional committee members 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 Nominations and Elections Committee shall consist of a Chair appointed by the President and the Chair 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 and report them to the Board at the Semi-Annual Meeting. The Board shall certify the slate prior to the election's deadline. In odd years the committee shall prepare a slate of the Directors consisting of at least one nominee from each Division and report them to the Board at the Semi-Annual Meeting. The Board shall certify the slate prior to the election's deadline. 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 if using paper ballots). The committee shall issue each ballot either by mail or using an online voting platform. Upon the return of the ballots or the results report from the online service, 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 alphabetically in order, then a space for a write-

in.).

The Convention Committee shall consist of the PSR President as Chairman and the voting members of the PSR BOD. The duties of the Convention Committee shall be to accept, in accordance with Section 10, Item 3 of this Manual, 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 PSR President. The PSR Historian will maintain reports from the previous PSR Conventions. The lessons learned from each convention will be summarized and provided to the PSR President and upcoming Convention Chairs.

The Communications Committee shall consist of the Editor of the PSR *Dispatch* appointed by the President and other members appointed as required.

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

The Achievement Program Manager shall:

- A. Maintain an adequate supply of Achievement Program Rules and Statements of Qualifications for distribution to the members of the PSR Region on request. The AP Manager may direct the requestor to the NMRA Web Site where the current forms may be downloaded.
- B. Provide interpretation of details of the requirements for each Achievement Certificate category for members of the Region.
- C. Receive and certify all satisfactorily completed Statement of Qualifications from the members of the Region pre-processed through each of the member's Division AP Committee chairman.
- D. Present all Achievement Certificates to the members of the PSR Region on a suitable occasion.
- E. Send news releases to the Regional publication of the 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 evaluators, as required.
- H. Complete and sign all Merit Award Certificates and present (or have presented) to the member of the Region on some suitable occasion.

Special Committees may be appointed by the President as are necessary to carry on the business of the organization in accordance with the PSR By-Laws Article VI, Section 6.01(b). 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 consistent with the By-Laws of the PSR Region, the NMRA, and the provisions of this Manual. 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 of that Division. The Division may not charge or assess these members as a condition of membership.

Each Division shall be administered by a Superintendent and a Chief Clerk/Paymaster in cooperation with the Director in accordance with Section 2 of this Manual.

Each Division shall have the following Committees whose Chairs are, in accordance with Section 7 of this Manual, members of their respective Regional Committee: Member Service, Contest, Achievement and Nominations and Elections, and such others as the Superintendent may appoint for the better functioning of the Division. They must meet the membership requirements of Section 14 of this document.

It is recommended that each Division hold at least four (4) meetings per year. Division meetings may not be referred to as Conventions.

It is recommended that:

Each Division shall maintain their financial accounts in a bank that is a member of the Federal Deposit Insurance Organization, (FDIC) and/or a savings and loan institution that is a member of the Federal Savings and Loan Insurance Organization (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 two (2) of the individuals in whose names the Division financial accounts are maintained. 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**

### **A. Publications to Include the Dispatch Newsletter**

The official publication of the PSR shall be as defined in the PSR By-Laws, Article X. Distribution of the official publication shall be to the membership as defined in the PSR By-Laws, Article IV. The PSR *Dispatch*, either online or on paper, is the only official publication of the Region. As stated in the By-Laws, it shall be published at least four (4) times a year and distributed to all Members. All official organizational notices, including meetings, ballots, financial reports and actions of the Board governing the members shall be issued through the *Dispatch*. The Communications Committee is in charge of the *Dispatch* as set forth in Section 7 of this manual. The *Dispatch* may be published electronically by posting on the PSR Web site, electronic distribution and direct mail as needed.

### **B. Electronic Publications and Web Hosting**

Electronic communications are part of the functions of the Communications Committee. An electronic mailing roster will be maintained for electronic notification. The PSR Web Site will be maintained for posting By-Laws, Manual of Operations (MOO) and other items such as convention information, Region Officers and BOD Members, and the Dispatch posted when it is completed. The PSR will provide web hosting capabilities for the PSR Divisions at no charge to the Divisions.

## Section 10 - Conventions

The Annual Convention is handled by the Host Committee 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 non-rail activities.
2. Term of Office. The length of term is governed by those making appointments. To gain the most from past convention experience, the membership of both the Host and Regional Committees are encouraged to continue to be available to future Convention Committees. 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 Division Board Members. The Chairperson should work well in advance of the need to contact these people 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 its location.
  - f) The schedule of conventions should serve the membership population and be a logical rotation among the Divisions 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 Chair is looked to for advice by the Host Convention Chair. Past Convention Chairs may be members of the PSR Convention Committee, so, the value of the committee is increased. The Host is responsible for the success of the convention. The PSR Convention Committee serves as an advisor with sound recommendations based on experience.
  - a) A library of past Convention Reports is in the custody of the PSR Historian. 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 Chair. 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) A guide for PSR Convention Hosts is available from the PSR Secretary. From time to time this guide may be expanded and updated to better serve Convention Hosts.
  - d) 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.

- e) The PSR Convention Committee will include in the advice to the Host Committee the requirements of the PSR at conventions such as the facilities for the Board of Directors Meeting, the Annual Business Meeting and directions for conducting the PSR Model Contests.
  - f) The PSR Convention committee Chair will report to the Board of Directors at the Semi-annual and Annual Business Meetings.
  - g) Expenses for all Contest awards are the responsibility of the Host Convention Committee and are to be supplied by the Region Contest Committee.
  - h) Convention Host Committee Chairs 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 Chair is expected to prepare or have prepared, bi-monthly statements indicating income, expense, and number of advance reservations. These bi-monthly statements should begin at least one (1) year prior to the date of the upcoming convention and copies of such statements should be sent to the PSR President, CFO, local Division Director and the Regional Convention Chair.
  - i) A Convention Car (finished, if provided as an unlettered painted car with decals), Pin and Patch, if available, will be provided to the PSR Historian for display. These items will be provided free of charge by the Convention Committee.
5. Convention Fund: The PSR CFO shall establish a financial account reserve 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 13 - Financial Accounts for safe and prudent management. The Convention Fund shall be limited to two thousand (\$2000.00) dollars in aggregate total; all excess/surplus funds shall be credited to the PSR General Fund Account with accountability as established by Section 13 - Financial Accounts.
- a) Disbursements: The Host Committee Chair may, upon written request that is approved by the PSR Convention Chair 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 CFO.
  - b) The total advance sum granted the Host Committee Chair 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 Chair and/or the PSR Board of Directors, reimburse the Host Committee Chair up to fifty percent (50%) of the documented loss not to exceed one thousand (\$1000.00) dollars, whichever sum is less.
  - d) Surplus funds: The Host Committee Chair may, at their discretion use a portion of those surplus 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 and 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 sixty five percent (65%) distribution to the Host group and thirty five percent (35%) first to the PSR Convention Fund Reserve and second to the PSR General Fund Account 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 PSR 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 Board of Directors, they may ask the PSR Convention Committee to assist in the same manner as with an 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 Chair may, (as in 5-a above) draw an advance sum not to exceed five hundred (\$500.00) 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 Chair will file a report with the PSR Convention Committee prior to the next Board of Directors meeting 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 Board of Directors accepts an offer to host a Mini-Convention.

### **Section 11 - Contest Rules**

The PSR Contest Chair shall publish Contest Rules to govern the conduct of all PSR Contests authorized by the Contest Chair. Any and all changes in these Rules shall be made only by the Contest Chair and with the Concurrence and written consent of the President of the PSR.

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

The Contest Rules shall be available to all PSR members via web site electronic media download.

### **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 the 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.
2. Division Members of the Year - Will be sponsored by the 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 thirty (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 the 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 the PSR and the Superintendent of each PSR Division shall inform the Secretary of the PSR of all committee appointments. The Secretary of the PSR shall provide the PSR President with Certificates of Service for presentation at the annual convention or other appropriate time. The AP Manager shall maintain a list of the certificates for the AP historical files.

### **Section 13 - Financial Accounts**

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

The PSR CFO, the PSR President and the PSR Vice-President shall be the three (3) individuals in whose names all PSR financial accounts are to be maintained. The three (3) names in which all PSR financial accounts are maintained shall be updated after each change in personnel in the office of the PSR CFO, President or Vice-President.

The PSR corporate financial fiscal year-end shall be set at Midnight December 31<sup>st</sup> for federal and state corporate filing and reporting purposes. Individual PSR Divisions shall adopt this same date for their fiscal year ends to unify the PSR 501(c)-3 non-profit corporation yearly reporting requirements.

The PSR financial accounts shall be audited as to adherence to proper accounting standards by a committee of three (3) PSR member auditors appointed by the PSR CFO subject to the approval of the President and/or the PSR Board of Directors. The frequency of the audits of PSR financial accounts shall be a minimum of every two (2) calendar years; or, at the change of the individual in the office of PSR CFO; or, at the request of the majority of the members of the PSR Board of Directors, whichever 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. As a NMRA member you do NOT have to be a member of the 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 in good standing. 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 for 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.

3 You DO have to be a Member of PSR (i.e., live in the PSR Geographic area) to:

- a) Be appointed to a Region or Division Office
- b) Participate in the Region or Division business meetings

#### **Section 15 - Amendments**

The provisions of this Manual are designed to aid the Region and Members in reaching the objectives of the organization. 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. This document will be reviewed at least every two years for accuracy and needed updates by the PSR Board of Directors and amended as deemed necessary.