



If we're not having fun, we're doing something wrong!

Membership Application

First Name *Last Name*

Street Address *City/State/Zip*

Primary Telephone *Secondary Telephone*

Email *Spouse*

Emergency Contact *Emergency Contact Telephone*

	<i>I can help with:</i>	<i>I'd like to learn:</i>	<i>Participating Children:</i>	
	<input type="radio"/>	<input type="radio"/>	<i>Name</i>	<i>Age</i>
<i>DCC-electrical</i>	<input type="radio"/>	<input type="radio"/>		
<i>Construction</i>	<input type="radio"/>	<input type="radio"/>		
<i>Scenery</i>	<input type="radio"/>	<input type="radio"/>	_____	
<i>Operations</i>	<input type="radio"/>	<input type="radio"/>	_____	
<i>Photography</i>	<input type="radio"/>	<input type="radio"/>	_____	
<i>Modeling</i>	<input type="radio"/>	<input type="radio"/>		
<i>Other</i>			_____	

Annual Membership is \$70.

I certify that I am a member in good standing of the AGSEM and that I am 18 years or older. I have received a copy of the Short Track Railroad Rules & Specifications and the Operating Orders and agree to abide by them.

Signature *Date*

Payment Rcvd By: _____ Date _____ Pmt Type: _____ Cash _____ Check # _____

OPERATING ORDERS

ARTICLE I: SHORT TRACK RAILROAD

- 1. SHORT TRACK RAILROAD:** The Short Track Railroad (STRR) is the name of the N scale model railroading group at the Antique Gas & Steam Engine Museum (AGSEM)
- 2. OBJECTIVE:** To have more fun and satisfaction from N scale model railroading acting as a group than we could have acting individually. We intend to build and operate a bigger and better model railroad together than any of us could do alone. We will adhere to, first, NTRAK and NMRA standards and second, other such standards as may be agreed upon by STRR.
- 3. FISCAL YEAR:** The fiscal year of STRR shall be January 1 to December 31.
- 4. AMENDING THESE OPERATING RULES:** The Operating Orders shall be adopted and amended only by the vote of 2/3 of the Voting STRR Members present at a Business Meeting.
- 5. ELIGIBILITY OF MEMBERS TO VOTE:** All Certified STRR Members-in-good-standing, as defined below, are eligible to vote on the basis of one (1) vote per member. Proxy votes shall not be accepted; a Member must be present to vote.

ARTICLE II: MEETINGS

- 1. QUORUM:** A quorum shall consist of seven (7) Certified STRR Members eligible to vote in attendance at a duly called meeting. Any meeting at which a quorum is not present may not transact STRR business.
- 2. CLASSES OF MEETINGS:** Meetings of the STRR shall be classified as follows:
 - a. ANNUAL MEETINGS** shall be held at the first Business Meeting following the start of the fiscal year for the purpose of electing Officers.
 - b. BUSINESS MEETINGS** shall be held for the purpose of transacting STRR business at the first Regular meeting of each month. Other activities may follow or precede a business meeting.
 - c. REGULAR MEETINGS** shall be held as scheduled in the Rules and Specifications. The time and place shall be on a regular schedule or by timely notice to all the STRR Members.
 - d. SPECIAL BUSINESS MEETINGS** shall be held, following timely notification of STRR Members, on those occasions deemed necessary by the Officers, or any quorum of STRR Member(s) with business or concerns to present for action.
 - e. OPERATING SESSIONS,** at which trains are operated, will normally be held as scheduled in the Rules and Specifications.
- 3. NOTICES:** STRR shall maintain an internet discussion group (Group) for the purpose of posting official notice of STRR business, communicating with the members and filing STRR information. The Group shall be managed by the STRR Administrator who shall be appointed by the Superintendent. Information posted on the Group shall not be removed or altered without approval of a majority (51%) of Voting STRR Members present at a duly constituted meeting. Any material so removed shall be first saved to a permanent archive.

ARTICLE III: GOVERNANCE

- 1. OFFICERS:** Officers must be Voting STRR Members and may not be selected without their consent. Titles and duties of Officers shall be:
 - a. SUPERINTENDENT** shall preside at all Annual, Business, and Special meetings. This Officer shall appoint all committees and temporary or special offices and shall be a member ex-officio of all committees. Superintendent shall be responsible for the overall conduct and planning of STRR activities.
 - b. ASSISTANT SUPERINTENDENT** shall assist the Superintendent in the performance of his duties, perform such duties as directed by the Superintendent and preside at all meetings and functions from which the Superintendent is absent.
 - c. CLERK** shall keep accurate minutes of all STRR meetings, and shall be responsible for notification of STRR Members regarding meetings and activities. This Officer shall handle STRR correspondence, including publicity, shall maintain an attendance record and an accurate roster of members and contact information, and shall be responsible for informing members of any changes to STRR Operating Orders and/or Rules. Clerk shall preside at any meetings from which the Superintendent or Assistant Superintendent is absent. Clerk shall make the meeting minutes, member roster, Operating Orders, and Rules and Specifications available to the members via the STRR internet discussion group, in a timely manner.
 - d. PAYMASTER** shall keep account of all STRR assets, including who maintains custody of each asset. This Officer shall present to the membership a statement of such funds and properties as may be required, and shall preside at any meetings from which the Superintendent, Assistant Superintendent and Clerk are absent. This Officer shall be responsible for collection of fares and fees, and shall be responsible for certification of STRR Members-in-good-standing for voting purposes.
- 2. ELECTIONS:** Elections of Officers shall be held at the Annual meeting of the STRR or, if a vacancy occurs, at the first Business meeting following the creation of such vacancy. Nominations shall be accepted from the floor subject to the acceptance of the person nominated and, after nominations have been closed, voted upon by the Voting STRR Members present. Approval by a majority (51%) of Voting STRR Members present is necessary for election.
- 3. TERMS OF OFFICE:** Term of office for Officers shall be one (1) fiscal year or the remainder thereof.
- 4. COMMITTEES:** One or more committees may be created and constituted by a majority (51%) of Voting STRR Members present at a Regular or Special Business Meeting. Committees shall report to the membership as required at Regular Business Meetings.

ARTICLE IV: CERTIFICATION

- 1. ELIGIBILITY FOR CERTIFICATION:** Certification is available to any person aged 18 or over, actively engaged, or desirous of becoming engaged in the hobby of N scale model railroading who is a member-in-good-standing of the AGSEM with dues/fares paid to both STRR and AGSEM.
- 2. RIGHTS OF CERTIFIED STRR MEMBERS:** Certified STRR Members-in-good-standing shall, subject to limitations of AGSEM membership classification, enjoy the following rights:
 - a.** Voting on STRR business if eligible to vote under the AGSEM By-Laws.
 - b.** Operation of equipment on the STRR layouts.
 - c.** Participation in STRR activities.
 - d.** Attendance at STRR meetings and other functions.
- 3. RESPONSIBILITIES OF CERTIFIED STRR MEMBERS:** Certified Members of the STRR shall have the following responsibilities, subject to the limitations of AGSEM membership rules:
 - a.** Maintenance of membership in good standing in the AGSEM.
 - b.** Maintenance of member-in-good-standing status by paying fares as specified.
 - c.** Adherence to STRR and AGSEM Rules.
 - d.** Reasonable attendance at STRR meetings and other functions.
 - e.** Voting on STRR business.
 - f.** Honesty and integrity, and respect for the rights and property of others.
 - g.** Performance of duties or tasks to which one may be assigned or for which one may volunteer.
 - h.** Positively promoting both STRR and the Museum to guests and visitors.
- 4. APPLICATION FOR CERTIFICATION:** Application for certification as a Crew Member shall be made by:
 - a.** Payment of the fares specified in STRR Rules, sponsorship by a STRR Member to the subject to the applicant's demonstrated acceptance of the above responsibilities.
 - b.** Adherence to STRR Rules, and good character as determined by a majority (51%) of the Voting Members present at a Business Meeting at least three months from the date of sponsorship.
 - c.** Should certification not be granted, fares paid by the applicant shall be refunded.
- 5. SUSPENSION OF CERTIFICATION:** STRR Members in arrears in payment of fares for three months are subject to automatic suspension of Certification. STRR Members in violation of STRR Rules or who have not fulfilled Responsibilities of STRR Members are subject to suspension of certification at the option of the Officers, and subject to approval of this action by fifty-one percent (51%) of the Voting STRR Members present at the next Business Meeting.
- 6. REINSTATEMENT OF CERTIFICATION:** Reinstatement of suspended/cancelled certification of STRR Members shall be subject to approval of fifty-one percent (51%) of Voting STRR Members present at a Regular Business Meeting, and must take into account all of the criteria for certification of new STRR Members.
- 7. STRR RESPONSIBILITY:** The STRR shall accept financial responsibility for property loaned to it providing consent to the loan has been obtained from the Officers in advance of the loan itself. The STRR shall not be responsible for:
 - a.** The property of STRR Members or visitors left deliberately or inadvertently at the site of a STRR meeting or other activity.

- b.** The property of Suspended Members left at the site of a STRR meeting or other activity.
- c.** Any damage caused to the belongings of STRR Members or visitors, even while attending STRR meetings or activities.
- d.** Any injury occurring to a STRR Member or visitor or guest, even while attending STRR meetings or activities. REVISED 12-5-2013

RULES & SPECIFICATIONS

- 1. ADOPTION AND REVISION:** The following Rules and Specifications are adopted, and are subject to revision by a vote of a majority (51%) of the Voting Crew Members present at a Business Meeting.
- 2. GENERAL RULES**
 - a. FARES:** STRR Member fares are \$70.00 per year. The Antique Gas & Steam Engine Museum (AGSEM) dues shall be paid in accordance with AGSEM policy. Fares and dues are due and payable at the January Business Meeting. New member fares for the first year may be prorated on a monthly basis. New members shall pay a one-time certification fee of \$30 when they become certified. This fee entitles the new member to a name badge and STRR shirt.
 - b. EXPENDITURES:** Expenditures shall be for the benefit of the STRR as a whole. The signatures of any two officers shall be required for any expenditure. A vote of a majority (51%) of the Voting STRR Members at a Regular or Special Business Meeting shall be required for any single expenditure over \$25.00.
 - c. HOUSEKEEPING:** Each member shall be responsible for maintaining cleanliness of his immediate area of activity, as well as for general cleanliness of the sites of STRR meetings and activities. (If you made the mess, clean it up. If you see a mess left behind, or a condition of uncleanness or hazard, correct it.) Each STRR Member is required to participate in the monthly cleaning duty of the Section House. Members may volunteer for a specific month or be assigned to a particular month by the Superintendent.
 - d. MEETING PLACE & TIMES:** The regular Business Meetings shall be held on the first Thursday of each month at 7:00 PM. Operating Meetings are the 2nd Thursday of each month at 7:00 PM. The Layout Construction Committee shall meet at a Special Business Meeting held on the 3rd Thursday of each month at 7:00 PM. The Section House shall be open to the public, with trains operating, every Saturday from 9:00 AM to 1:00 PM. All meetings shall be held at the Section House at the Antique Gas & Steam Engine Museum.
 - e. INTERNET GROUP WEBSITE:** The STRR internet discussion group shall be hosted on Yahoo Groups (<http://groups.yahoo.com/group/ShortTrackRR/>).
 - f. RAILROAD ENGINEERING COMMITTEE:** A Railroad Engineering Committee (REC) shall be created to direct and manage the maintenance and construction of the STRR Section House and layouts and other such projects as duly assigned in accordance with the Operating Orders. The Chief Engineer shall be appointed by the Superintendent to preside over all committee activities. The Chief Engineer shall appoint various Foremen to assist in committee functions. The REC shall meet at a Special Business Meeting on the 3rd Thursday of each month at 7:00 PM. The REC shall report to the membership at each Regular Business Meeting.
 - g. MINOR CHILDREN:** The minor children (under 18 years of age) of any member must be accompanied by a parent or legal guardian at all times while attending any STRR functions at the Section House or elsewhere.
- 3. OPERATING RULES:** The following Rules shall apply to those participating in STRR activities:
 - a.** Participating STRR Members must be members-in-good-standing (fares paid up).
 - b.** Attending STRR Members are to assist in preparation and transportation of modules and equipment to and from shows, including setup at and after shows, as necessary.
 - c.** No person shall setup, takedown, or operate trains on other than the mainline track of another's NTRAK module without the permission of the module owner.
 - d.** No person shall modify, by either, adding, removing or altering, any portion of a STRR layout without the prior permission of the REC. This does not apply to a member's personal NTRAK module.
 - e.** All attending STRR Members are to take scheduled shifts tending throttle controls and layout security/maintenance at shows.
 - f.** NTRAK modules may not be removed from the STRR layout, or removed early from a Show layout, unless provision is made by their owner to make substitute for them, either by installation of a "bridge" or of another module.
 - g.** A Director-In-Charge (DIC) shall be appointed for all official operating sessions. The DIC shall be the Dispatcher for all train operations and be the final authority for all questions and operating decisions. The DIC shall appoint another certified crew member to assume his duties if he is unable to be present. When there is no DIC present, the senior Officer present shall assume the duties of the DIC.
 - h.** The Dispatcher shall approve the location of train setup and direction of travel.
 - i.** The Dispatcher shall approve utilization of the bridge between NTRAK and DPE.
 - j.** The Dispatcher shall approve the NTRAK throttle configuration (DCC/DC).
 - k.** Operators shall obtain clearance from the Dispatcher prior to setting out any train on the layouts.
 - l.** Trains must fit within the length of the siding where the train is being set up. Permission must be obtained from the Dispatcher before any string of cars can be set out that is longer than the setup siding.
 - m.** No food or drinks on the layouts. Supplies, boxes, tools, etc. do not belong on the layouts. Use pull out drawers or tables as needed.
 - n.** Nothing but trains on the layouts. While deploying trains, rest all train boxes or other carrying containers on pull out drawers or other stands.
 - o.** Following setup, all carrying cases, boxes, and other personal property shall be stored under the layouts.
 - p.** Priority for use of the DPE DCC laptop is for operations first, then for programming.
 - q.** Priority for the layouts is operations first. Engine and car maintenance should not interfere with any operations.
 - r.** Crossing a train to the opposing mainline must be approved by the Dispatcher. It is the operator's responsibility to notify other operators and to ensure that there is adequate clearance to complete the move.
 - s.** Operators are responsible for returning mainline turnouts to normal operating position.
 - t.** Equipment that derails, decouples, causes shorts, or does not run properly more than twice during an operating session shall be removed until repaired.
 - u.** All trains on the mainlines shall be attended by their owner or a designated substitute operator at all times.
 - v.** No person may leave a train sidetracked while he is away from the Section House unless he has arranged with the Dispatcher.
 - w.** Club DCC throttles are for visitors first. Members shall not use club throttles until all visitors are accommodated.
 - x.** Guests are welcome to operate on STRR layouts upon invitation and direct supervision of a Certified STRR Member. Guests shall sign the STRR Guest book each time they operate. Upon their third, and subsequent, operating session, guests shall make a ten dollar (\$10) donation to STRR. Former or delinquent STRR members are considered guests and this section shall apply to them.
 - y.** Minors must be accompanied at all times by their parent or legal guardian while present at the STRR Section House or other STRR function venue.
- 4. MODULE SPECIFICATIONS:** All modules must meet NTRAK specifications as to construction and track placement. Exceptions and additional STRR standards are as follows:
 - a.** Modules having nonstandard track placement may be installed and operated as a unit only, providing that the owner provides suitable transition from standard modules.
 - b.** Ballast for the three STRR operating lines must be light gray in color.
 - c.** The outer surface of module framing and legs shall be dark brown in color.
 - d.** Switches in crossovers between the three STRR operating lines shall be at least #8 (or PECO "Large Radius").
- 5. PERMANENT LAYOUT SPECIFICATIONS:** The STRR permanent layout shall be constructed in accordance with the following criteria:
 - a.** Track Plan: Donner Pass v7 20
 - b.** AGSEM-STRR Layout Specifications v 05 14 06

REVISED 8-7-2014