

TRI-CITY MODEL RAILROADERS

POLICIES AND PROCEDURES

SECOND EDITION (VERSION 2.9)

Latest Update: August 22, 2022

POLICIES AND PROCEDURES

Table of Contents

<u>Topic</u>	<u>Page</u>
Purpose and Use of this Document, Mission Statement & Publications	3
Chapter 1. Approvals and Voting	4
Chapter 2. Board of Directors	6
Chapter 3. Conflict of Interest	8
Chapter 4. Use and Care of Property	13
Chapter 5. Dues and Fees	14
Chapter 6. Facility Access	16
Chapter 7. Memberships	17
Chapter 8. Non-discrimination	20
Chapter 9. Privacy	21
Chapter 10. Records and Retention	22
Chapter 11. Recurring Obligations	23
Chapter 12. Transparency and Accountability	24
Chapter 13. Safety	25
Chapter 14. Public Information	28
Chapter 15. Standards and Operations	29
Chapter 16. Fundraising	30
Chapter 17. Facility Displays	32
Appendices	
Appendix A. Layout Operations Guidelines (re: Ch.15, Sec. 3)	36

PURPOSE AND USE OF THIS DOCUMENT

This document of Policies and Procedures provides for the operations of the TCMR in carrying out its purpose and mission and exercising the authority granted under its Articles of Incorporation and Bylaws. If any conflict arises between the documents, then the following order of precedence shall govern the actions of the TCMR:

1. Articles of Incorporation
2. Bylaws and Resolutions
3. Policies and Procedures

Revisions of this document are to be expected in order to best meet the needs of the current membership of the organization. Therefore, this document consists of a series of chapters that can be individually revised and reapproved without consideration of other unaffected chapters.

Each chapter shall show the date of approval for its current content. Chapter approval dates may vary based on when revisions occurred to the content of particular chapters.

MISSION STATEMENT

The Mission of TCMR is to create and maintain a miniature depiction of railroad equipment and operations for the education and enjoyment of its membership and the public and for the preservation of historical and current railroad contributions to the development of the Mid-Columbia River region and its transportation network.

PUBLICATIONS

The official publication of TCMR is *The Ashpit*, typically issued on a monthly basis.

Chapter 1. APPROVALS AND VOTING

(Approved: April 28, 2014)

SECTION 1. GENERAL PROCEDURES

Business matters of TCMR include, but are not limited to, establishing policy and standards; deciding on work projects, programs and events for the benefit of its membership and the public; accepting applications for new members; expending funds; approving agreements, leases and contracts; selling assets; and voting upon changes in members of the Board of Directors, the Bylaws, the Articles of Incorporation and Policies and Procedures.

Approvals by the membership of TCMR on business matters shall occur by either (a) a vote of a quorum of the membership using a show of hands in attendance at a business meeting or (b) a formal ballot vote of the full membership for items listed in Section 2 below. Only members in good standing and entitled to vote by their membership status may exercise their vote. Unless otherwise stated or restricted in particular Chapters or listed below in Section 2, the needed threshold to approve a matter shall be a majority of the voting-eligible members.

SECTION 2. MATTERS REQUIRING A VOTE OF THE FULL MEMBERSHIP

Matters requiring the vote of the full membership are those of such importance as to potentially affect the participation, direction and future of the organization. The following matters shall require a vote of the full membership of TCMR:

- A. Changes to the Bylaws (70% approval threshold)
- B. Changes to the Articles of Incorporation (70% approval threshold)
- C. Changes, additions and deletions to Policies and Procedures, except as specified in Chapter 5, Section 3
- D. Election of new Board members including officers
- E. Special matters identified at a business or Board of Directors meeting
- F. Any contract valued at \$1,000 or more or any rental or lease agreement
- G. Resolutions and honorary memberships (70% approval threshold)
- H. Dismissal of members for cause

SECTION 3. PROCEDURES FOR A VOTE OF THE FULL MEMBERSHIP

A vote for a matter described in Section 2 above shall be by special notification and at least two weeks prior to the vote. Publication in *The Ashpit* or by special notice shall be done to fulfill this notification requirement. The notification shall request the vote of each voting-eligible member and may include a printed ballot form. The member is to do one of the following:

- A. Indicate his/her voting preference and notify the Secretary or his/her designee in accordance with Section 4 of this Procedure; or
- B. Attend the meeting where the vote would be held and tabulated.

SECTION 4. ABSENTEE VOTING

If a member does not attend a meeting where a vote of the full membership has been announced but s/he still intends to vote, then that member's vote shall be considered an absentee vote. Such an absentee vote shall be handled by one of the following methods:

- A. The member marking a provided, pre-printed ballot with the voting preferences and using a sealed envelop; or
- B. The member using a separate paper with the voting preferences indicated and sealing in an envelop (with signature of the voting member across the envelop flap); or
- C. The member sending an electronic response (such as email) indicating the voting preferences provided the member's name is clearly indicated on the transmittal and sent from the member's email address that is on record with the TCMR.

The absentee voting member is responsible for ensuring that his/her vote is delivered to the Secretary or his/her designee prior to the start of the vote.

SECTION 5. NON-RESPONSIVE MEMBERS

Failure of a member to submit an absentee vote, or to participate in the business meeting for a vote of the full membership shall be interpreted as that member abstaining from the vote. In such events, eligible but abstaining members shall be excluded from the roster for purposes of determining the count of the full, voting-eligible membership of TCMR.

Chapter 2. BOARD OF DIRECTORS

(Approved: April 28, 2014)

SECTION 1. DUTIES OF OFFICERS AND DIRECTORS

The duties of the Officers and Directors of TCMR shall be as follows:

A. President - The duties of the president shall be to exercise the duties inherent in the office, including management of the organization's affairs, call and preside over such meetings of the membership and Board of Directors as shall be deemed necessary, establish committees and designate committee heads and carry out special duties as discussed in specific Chapters of these Policies and Procedures.

B. Vice-President - The duties of the vice-president shall be to function in the absence of the president in all matters. The Vice-President may also take special assignments at the direction of the President, Board of Directors, and/or the general membership.

C. Secretary - The duties of the secretary shall be to prepare and distribute minutes of all annual business, regular business and Board of Directors' meetings, maintain archive files of minutes, contracts, miscellaneous documentation and correspondence, and perform other necessary duties pertinent to the office.

D. Treasurer - The duties of the treasurer shall be to receive and be accountable for all funds belonging to the TCMR and to pay the obligations incurred by the TCMR including the routine budgeted expenses in accordance with these Policies and Procedures. The Treasurer shall also be responsible for processing the payments of NMRA dues for each member and preparing acknowledgment receipts for donations from outside organizations and individuals.

E. Directors - The duties of the Directors are to assist the Officers in the administration of the organization but otherwise have no fiduciary or other special duty. The Directors should be knowledgeable in model railroading and the history of TCMR.

SECTION 2. VOTING AT BOARD OF DIRECTOR MEETINGS

Each member of the Board of Directors shall have one vote on matters within the Board's authority to approve. In addition, voting shall be conducted on matters to be recommended to the general membership. A majority vote of a quorum of the Board shall govern the outcome of each vote of the Board of Directors.

SECTION 3. AUTHORITY AND RESPONSIBILITIES OF THE BOARD

The Board of Directors is to evaluate and recommend any changes to the Bylaws, Articles of Incorporation, and Policies and Procedures and to administer the affairs of TCMR. The Board may also recommend other actions based on their review of matters of interest or concern for consideration by the membership.

The Board of Directors shall have the authority to spend up to one hundred dollars (\$100.00) per action without approval of the general membership. This requires a majority vote of approval of the Board of Directors present. Any successive expenditures of this type shall be for unrelated actions. Any expenditure in excess of one hundred dollars shall first be approved by the general membership.

The Board's authority is limited to the above only. All other authority shall be vested in the membership.

SECTION 4. VACANCIES

Vacancies for any position on the Board shall be filled by a special election at the earliest regular business meeting when a candidate is identified.

SECTION 5. ABSENCES AT MEETINGS

The President (or the Vice President in his/her absence) may appoint a member (or his/herself) to be the interim Secretary for any annual business, regular business or Board of Director meetings when the Secretary is absent.

SECTION 6. REMOVAL OF OFFICERS

Any officer may be removed for cause from office by a majority vote of a quorum at a business meeting and a subsequent election held to fill the vacancy. Such actions could include any officer or director missing more than three regularly scheduled business meetings without prior notice or not remaining in good standing during any twelve-month period of their term.

Chapter 3. CONFLICT OF INTEREST

(Approved: April 22, 2013)

ARTICLE I. PURPOSE

The purpose of the Conflict of Interest Policy is to protect the interests of the Tri-City Model Railroaders (TCMR), when it is contemplating entering into a relationship, transaction or arrangement that might benefit the private financial interest or increase the power and influence of an Officer, Director or Regular Voting Member or a Related Party of an Officer, Director or Regular Voting Member of TCMR or might result in a possible excess benefit transaction or influence and control over the activities of TCMR. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II. DEFINITIONS

1. Interested Persons:
Any Director, Officer, or Regular Voting Member, or any person that is a blood relative or family member or is an affiliated business or a business affiliate of an Officer, Director or Regular Voting Member (collectively, "Related Party"), who has a direct, indirect Financial and/or Influential Interest, as defined below, is an "Interested Person."
2. Financial Interest Definitions:
 - 2.1 An Interested Person is a person who has a Financial Interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which TCMR has a transaction or arrangement,
 - b. A compensation arrangement with TCMR or with any entity or individual with which the TCMR has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which TCMR is negotiating a transaction or arrangement.
 - 2.2 Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the interested person, or an Officer; Board Member or Regular Voting Member identifies that a conflict of interest exists.

3. Influential Interest Definitions:

3.1 An Interested Person can also be a person who has a non-financial, Influential Interest through business, affiliation, membership, employment or family, and has ability or power to influence, alter or control the activities, negotiations or arrangements of entities or individuals in negotiations or arrangements with TCMR.

3.2 Influential aspects include direct or indirect actions that cause or could cause the decision-making bodies of entities or individuals in negotiations, arrangements or activities with the TCMR to alter their positions, viewpoint or posture and consequentially adversely affect the outcome of such negotiations, arrangements or activities of TCMR. A person who has an Influential Interest may have a conflict of interest only if an Officer, Director, or Regular Voting Member identifies that such a conflict of interest exists.

4. Direct and Indirect Actions definitions:

4.1 A direct action, whether financial or influential, involves specific activities, decisions and affiliations of an Interested Member that are done by oneself, can be readily observed, documented or measured and are adverse or potentially adverse to the best interests of TCMR.

4.2 An indirect action, whether financial or influential, involves actions of an Interested Member, either by oneself or through other individuals, that cannot be readily observed, documented or measured but is adverse or potentially adverse to the best interests of TCMR.

ARTICLE III. PROCEDURES

1. Duty to Disclose.

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial and/or Influential Interest and be given the opportunity to disclose all material facts to the Officers, Directors, and Regular Voting Members considering any current or future transactions or arrangements.

2. Procedure for Determining Whether a Conflict of Interest Exists.

After the disclosure of a Financial and/or Influential Interest and all material facts, and after any discussion with the Interested Person, the Interested Person shall leave the Board or regular general membership business meeting while the determination of a Conflict of Interest is discussed and voted upon. The remaining Board or Regular Voting members shall decide if a Conflict of Interest exists by a majority vote. Not less than a normal Quorum, as defined by the Bylaws of TCMR, shall vote on a Conflict of Interest matter.

3. Procedures for Addressing the Conflict of Interest.

- a. An Interested Person may make a presentation at the Board or regular general membership meeting, after the presentation, such interested person shall leave the meeting during the discussion of, and the vote on, the compensation, transaction or arrangement involving the possible Conflict of Interest.
- b. The President of TCMR shall, if appropriate, appoint a disinterested person, from the Regular Voting Membership to investigate alternatives to the proposed compensation, transaction or arrangement.
- c. After exercising due diligence, the Regular Voting Members shall determine whether TCMR can obtain, with reasonable efforts; a more advantageous compensation, transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest.
- d. The Regular Voting Members shall determine by a majority vote of the disinterested Regular Voting Members whether the transaction or arrangement is in the best interests of TCMR, for the exclusive benefit of TCMR and whether it is fair and reasonable. In conformity with the above determination, the disinterested Regular Voting Members shall make their decision as to whether to enter into the compensatory arrangement transaction or arrangement with the Interested Person.

4. Violations of the Conflict of Interest Policy.

- a. If an Officer, Director, or disinterested Regular Voting Member has reasonable cause to believe another Officer, Director or Regular Voting Member has failed to disclose actual or possible Conflict of Interest, he/she shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the Interested Person's response and after making further investigation as warranted by the circumstances, the disinterested Regular Voting Members determine the Interested Person has failed to disclose an actual or possible Conflict of Interest, TCMR shall take appropriate disciplinary and corrective action.
- c. Disciplinary or corrective action will be determined by the severity of the infraction and will be at the discretion and approval, by majority vote, of the Regular Voting membership.

ARTICLE IV. RECORDS OF PROCEEDINGS

The written minutes of any meetings of the Board, and Regular Voting Member shall contain:

1. The names of the Interested Person who disclosed or otherwise was found to have a Financial Interest in connection with an actual or possible Conflict of Interest, the nature of the Financial and/or Influential Interest, any action taken to determine whether a Conflict of Interest was present, and Regular Voting Member's decision as to whether a Conflict of Interest in fact existed.
2. The names of the Disinterested Persons who were present for discussions and votes relating to the compensation, transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V. COMPENSATION

- 1 No Director, Officer or Regular Member of TCMR shall be entitled, either directly or indirectly, to any compensation for his/her direct role and participation in the TCMR.
- 2 A Director, Officer or Regular Member whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from TCMR is precluded from voting on matters pertaining to that Director's, Officer's or Regular Member's compensation.
3. Any Director, Officer, or Regular Member whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from TCMR, either individually or collectively, is prohibited from providing decisional information to the Board of Directors and Regular Members regarding compensation.

ARTICLE VI. PERIODIC STATEMENTS

Each Director, Officer and Regular Member of TCMR shall sign a statement (see last page 5 of this Chapter) at the time of initial membership or upon the creation or amendment of this policy, whichever occurs later, that affirms such person:

1. Has received a copy of this Conflict of Interest Policy,
2. Has read and understands this Conflict of Interest Policy,
3. Has agreed to comply with this Conflict of Interest Policy, and
4. Understands that TCMR is a non-profit organization and, in order to maintain its federal tax exemption and/or comply with its governing documents and policies, any and all Conflicts of Interest must be formally addressed.

The Secretary of TCMR shall maintain the master copy of each Director, Officer and Regular Member's signed copy of the conflict of interest statements. A copy of the members' conflict of interest statement will be provided to the member.

TRI-CITY MODEL RAILROADERS

CONFLICT OF INTEREST POLICY

I, _____(print name) affirm that I:

1. Have received a copy of the Conflict of Interest Policy.
2. Have read and understand the Conflict of Interest Policy.
3. Agree to comply with Conflict of Interest Policy.
4. Understand that TCMR is a non-profit organization and, in order to maintain its federal tax exemption and/or comply with its governing documents and policies, any and all Conflicts of Interest must be formally addressed.

(Check one)

- At this time, I have no known conflict of interest.
- At this time, I wish to disclose the following potential conflict of interest:

Description

The secretary of TCMR shall maintain each Officer, Director and Regular voting member's signed original copy of this conflict of interest statement. A copy of this conflict of interest statement will be given to the member.

Signature _____ Date _____

Chapter 4. USE AND CARE OF PROPERTY

(Approved: April 28, 2014)

SECTION 1. GENERAL PROVISIONS

Personal property of individual members may be brought for the use of other members. In that case, each piece of personal property shall be marked to indicate its owner. Property of TCMR shall be freely enjoyed by each member and shall remain in the possession of TCMR (and within a TCMR owned or leased facility) when not in use.

All members shall exercise prudent care of all property and equipment including the personal property of individual members

SECTION 2. DAMAGE TO EQUIPMENT

Each regular member shall be responsible for damage to organizational and personal equipment when the damage is done during non-operating periods by the regular member, his/her family member, or personally invited guest. TCMR equipment damaged during operating sessions shall be repaired by the committee members assigned to such repairs. Responsibility for and cost of repairing personal equipment damaged during operating sessions belongs to the person owning the equipment.

SECTION 3. LOGOS

TCMR may designate and use one or more special logos signifying the organization.

Any TCMR logo may also be used by another organization provided its use is approved in advance including a representative sample of its actual use. The logo shall not be altered in any way and shall be used on a case-by-case basis only.

SECTION 4. INVENTORY OF SUPPLIES

TCMR may maintain an inventory of supplies including (but not limited to) construction materials, kits, track, rolling stock and completed structures. These shall be maintained and inventoried in a designated area. A record of the inventory shall be maintained.

Chapter 5. DUES AND FEES

(Approved: January 28, 2019)

SECTION 1. DUES AND INITIATION FEE AMOUNTS

The monthly dues schedule of TCMR (effective May 1, 2016) shall be as follows:

Regular Member:	\$30.00
Family Member	\$1.00
Student Member	\$5.00 (high school); \$10.00 (college)
Honorary Member	\$0

The initiation fee for a new Regular member is \$15 and for a Student member is \$7.50. This is a one-time payment by new members.

NMRA membership (and subsequent renewal) costs are separate from the above dues schedule, and handled per Chapter 7, Section 1 of this Policies and Procedures document.

SECTION 2. PUBLICATION OF DUES

The dues structure shall be published in the monthly newsletter, *The Ashpit*, and on the application form for prospective members.

SECTION 3. CHANGES TO DUES AND INITIATION FEE

Changes to dues and initiation fee require a seventy percent (70%) vote of a full membership vote in accordance with Chapter 1, Approval and Voting. Unless otherwise specified in the voting proposal, changes in dues and fees take effect on the first of the month following a vote of approval.

Changes to dues and initiation fee can only be approved after the Board of Directors have evaluated and reported to the membership on the known or potential impact of such changes. The Board of Directors shall complete its evaluation and report on dues changes at the next business meeting after having been advised of a proposed change.

SECTION 4. PAYMENT OF DUES

Dues are payable in cash or by money order, cashier's check or personal check (no credit cards are accepted). Dues are to be paid by the first of the month for the next month of membership for which a payment is needed. Dues may be paid multiple months in advance. No billings or notices are sent to members as reminders of dues.

SECTION 5. USE OF DUES

The dues of TCMR are to equal, at a minimum, the known, ongoing financial obligations of the organization. However, dues may be adjusted, as appropriate, to reflect anticipated retail, fundraising or other types of revenue; general cash surpluses; and/or recovery from unanticipated major expenses.

SECTION 6. REFUND OF DUES

Dues may only be refunded in accordance with specific allowable situations described in this document.

Chapter 6. FACILITY ACCESS

(Approved: March 4, 2019)

SECTION 1. GENERAL ACCESS PROVISIONS

Any TCMR-owned building shall have a keypad code lock system to facilitate access through at least one (1) door. All other doors shall be keyed and a limited set of keys retained.

Each permanent Regular Member of the TCMR shall be entitled to use the access code for the keypad. Probationary, family, student and honorary members shall not be issued any keypad code and therefore must schedule their attendance when a Regular Member is present to open the facility.

SECTION 2. MEMBER RESPONSIBILITIES

Each Regular Member is responsible for securing his/her keypad code and not giving the code to another person. Any request for the keypad code, including requests from Regular Members who have forgotten or misplaced their code, shall be referred to the President.

When a member is the last person to leave a facility, then that member is responsible for turning off lighting, layout power controls and other facility systems, activating any security systems and locking doors including assuring that the keypad lock system properly latches and locks its affected door.

SECTION 3. ISSUANCE OF KEYPAD CODES

The President, Vice President, Secretary, and Treasurer are authorized to issue the latest keypad code to Regular Members as provided in Section 1 of this Chapter.

SECTION 4. CONTROL OF KEYS

A total of five (5) keys will be made to operate the locks of the front door and the storage room. The President, Treasurer and Secretary shall each secure and retain one copy of such keys. One key copy shall also be maintained within the building to allow access by other members to those doors. The President will retain the additional, spare copy and shall be the only member authorized to order replacement keys or to change keyed locks.

SECTION 5. CHANGE OF KEYPAD CODES

The keypad code shall be changed as often as needed to maintain adequate security of any TCMR-owned building. Regular members shall be promptly notified of keypad code changes.

Chapter 7. MEMBERSHIPS

(Approved: September 27, 2021)

SECTION 1. NMRA MEMBERSHIP

In order to maintain a “100 Percent” NMRA status in accordance with NMRA procedures, TCMR will collect and make payment to NMRA for each member’s annual dues in accordance with the member’s NMRA. The Treasurer of TCMR shall notify each member of the deadline and amount of his/her required NMRA dues to maintain an uninterrupted membership in NMRA and said members shall make the required payment to the Treasurer of TCMR. The annual amounts to be paid for this purpose may change due to the actions of NMRA and are not subject to a vote of the membership of TCMR.

SECTION 2. REQUIREMENTS FOR ACCEPTANCE INTO TCMR MEMBERSHIP

Applicants for Regular and Student must attend at least two regular meetings and one business meeting of the TCMR prior to applying for membership. Attendance via Zoom is considered in person.

Applicants for Regular and Student membership shall apply in person at a second business meeting, and if accepted, must pay the initiation fee and first month's dues at the time of acceptance. If not an NMRA member, they must also pay the first years NMRA dues.

Family and honorary members are exempt from the requirements to pay an initiation fee or to attend at least one business meeting.

SECTION 3. APPROVAL TO ACCEPT MEMBERS

A seventy-percent (70%) majority of a quorum at a business meeting shall be required for a prospective member to attain a probationary membership status. The prospective member is to be excused from the business meeting when the vote is taken.

SECTION 4. PROBATIONARY STATUS OF MEMBERS

The first six months of a new Regular or Student Member shall be a probationary period. The Board of Directors shall evaluate the ongoing activities of probationary members and shall counsel such members in a timely manner when their activities are not in the best interests of TCMR. Any regular member concerns with a probationary member should be brought to the attention of a Board member.

Prior to the end of a member’s probationary period, a seventy-percent (70%) majority of a quorum at a business meeting shall be required to accept the member as a permanent

Regular Member. The voting members shall show specific cause for denying any permanent membership and shall avoid causes that could be arbitrary or have a basis as being discriminatory in violation of Chapter 8. Any probationary member denied a permanent membership shall be entitled to a refund of all dues paid.

SECTION 5. HONORARY MEMBERS

In order to become an Honorary Member, a motion to designate the individual must be made by another regular TCMR member during a regular business meeting. The member recommending the candidate for Honorary Membership shall provide the justification and specific contributions by the candidate, considering the example points listed below. The motion must be seconded and approved by a favorable vote of seventy percent (70%) of the full membership.

- The number of years of continuous service to the organization
- The number and types of achievement awards from NMRA and other organizations
- The leadership roles (and their duration) held, such as an officer, director or committee head
- The assignment(s) where he was the principal lead person
- The recognition as the “Go-To Person” for assisting newer members
- The specific training sessions or clinics where he was the instructor on aspects of model railroading
- The frequency of volunteering significant, additional time to organizational projects
- The amount of donations of equipment, supplies and/or cash to further the development of any organizational layout
- The public shows where he was the Spokesperson for the organization
- The recognition by multiple members for the candidate being among the most skilled model railroaders in the organization
- Recognition from NMRA, Pacific Northwest Region or its 5th Division or from the general public and local media for his contribution(s) to furthering the hobby and the interests of railroading through individual efforts

Once approved, the Honorary Member shall be recognized as having no further, active role in the activities and operations of the TCMR. However, such member shall be afforded continuous visitation privileges at any TCMR facility as long as the honorary member also maintains a continuous membership in NMRA. An honorary membership shall not lapse until the death of the member.

SECTION 6. DISMISSAL OF MEMBERS

Members who are three months or more delinquent in TCMR dues will be, in accordance with the Bylaws, Article 2, Section 3, considered to be NOT in good standing and will be notified of such delinquency and change in status. In accordance with policies and Procedures Chapter 1, Section 1, members NOT in good standing are not entitled to vote.

Members who are six months or more delinquent in TCMR dues will be automatically dropped from membership in TCMR. No dismissal vote action shall be required.

Members who cause excessive damage to TCMR or other members' equipment or are involved in misappropriation or theft of organizational funds or property shall be subject to being dismissed from TCMR. Any member who is dismissed for these reasons will not receive a refund of their TCMR dues and will be ineligible for reinstatement.

Members who are found to not be members in good standing with the NMRA, fail to make their annual NMRA dues payment to the TCMR Treasurer by the required date, or terminate their membership with the NMRA, will be immediately and automatically dropped from membership in TCMR. No dismissal vote action shall be required. The member will be entitled to a refund of any TCMR dues on account for their future months of membership.

Members that violate, misrepresent or otherwise fail to comply with the provisions and intent of the Bylaws and Policies and Procedures are subject to dismissal.

Except for situations discussed above where a member is automatically dropped from membership, dismissal of a member shall be made by a majority vote of the full membership in accordance with the procedures of Chapter 2.

SECTION 7. RESIGNATION OF MEMBERS

A member may voluntarily resign at any time. In that event, the member shall be entitled to a refund of any dues payment on account representing his/her future months of membership.

SECTION 8. REINSTATEMENT OF MEMBERS

To be reinstated, any member dropped as a result of delinquency must pay all out-standing dues prior to reinstatement and pay a full initiation fee. A member who resigns whole delinquent in dues but has not reached the automatic drop condition above must pay all back dues prior to re-instatement but is exempt from paying an initiation fee. A member who previously left the organization in good standing in accordance with The Bylaws, Article 2, Section 3, Members in Good Standing, and wishes to rejoin may be reinstated by meeting the requirements of the applicable membership class but pay no initiation fee. All reinstated members shall be approved by a seventy percent (70%) quorum at a business meeting and pay all current membership class and NMRA dues.

A reinstated member shall be considered a permanent member and not be subjected to the probationary requirements of Section 4 of this Chapter, provided the member had completed the require probationary requirement during his prior membership. If the probationary requirement had not been completed, then it would be required to be completed before reaching permanent status under a reinstated membership situation.

SECTION 9. MEMBERSHIP INVOLVEMENT

Upon becoming a member, individuals are merely required to pay his/her dues and abide by the Bylaws and Policies and Procedures of TCMR. However, the success of TCMR is dependent on the organization's members volunteering their time and skills to accomplish the goals of the organization and to promote an environment for future organizational and membership success. To that end, each member is encouraged to:

- Pay dues on time without the need for reminders.
- Respect other members' property brought for the common usage by others.
- Respect and support the leadership and decisions of TCMR.
- Control his/her personal behavior so as to maintain and enhance a friendly, helpful, cooperative organizational environment.
- Participate in organizational activities to the degree that his/her schedule allows.
- Communicate in a timely manner regarding the status of any individual tasks.
- Strive to increase his/her knowledge and skills in the hobby and share such knowledge and skills with other members, as his/her schedule allows.

Chapter 8. NON-DISCRIMINATION

(Approved: April 28, 2014)

The officers, directors, committee members, employees, and persons served by TCMR shall be selected and treated entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of TCMR to not discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

Chapter 9. PRIVACY

(Approved: April 28, 2014)

SECTION 1. MEMBERSHIP INFORMATION

The information on each member's application is to be considered personal and confidential and retained by the Secretary of TCMR in a secured file. Such information may only be reviewed by an officer of TCMR or upon demand by a court of competent jurisdiction, insurance company or governmental agency. The only information to be made known to the general membership and listed in any publication or roster of TCMR shall be the members' first and last names.

Upon receipt of member applications, or as announced by the Secretary, each member can identify and authorize other portions of his/her application information that can be included on the membership roster that will receive a broad circulation among the members at large.

SECTION 2. DISTRIBUTION OF INFORMATION

The Secretary of TCMR shall circulate an updated membership roster as membership changes occur or as requested.

SECTION 3. GENERAL PRACTICES

Officers and Directors of TCMR are prohibited from divulging membership information. In addition, they are not to act as "go-betweens" to relay or other forward email communications between members.

When Officers and Directors initiate email communications with members including those who have not designated their email address for the general membership roster, then such emails shall utilize the "bcc" line of the email communication to direct the communication to those members who have not designated their email address. This does not apply in emails situations between only an officer or director and a non-designating member

Emails between members are intended for TCMR and railroading purposes only. However, individual members are not restricted from making separate arrangements among themselves for use of their email addresses for other purposes during their membership in TCMR.

Chapter 10. RECORDS AND RETENTION

(Approved: September 27, 2021)

SECTION 1. BOOKS AND RECORDS

TCMR shall keep correct and complete books and records of account and shall keep minutes of the proceedings of annual business, regular business, and Board of Directors meetings. In addition, the TCMR corporation shall keep a copy of its Articles of Incorporation, Bylaws as amended to date and its Policies and Procedures in a physical or digital location readily accessible by all members.

SECTION 2. GENERAL GUIDELINES

Unless needed pursuant to Section 4 of this Chapter, records should not be kept if they are no longer needed for the operation of TCMR or required by law. Unnecessary records should be eliminated from the files. From time to time, TCMR may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention.

SECTION 3. MINIMUM RETENTION PERIODS FOR SPECIFIC CATEGORIES

(a) Corporate Documents. Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning expenses, proof of contributions made by donors, accounting procedures, and other documents concerning TCMR's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(c) Annual and Board of Director Meeting Minutes. Meeting minutes should be retained for seven (7) years in TCMR's files. A clean copy of all regular business meetings (as recorded in *The Ashpit*) should be kept for no less than three years by TCMR.

(d) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(e) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(f) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

SECTION 4. HISTORICAL RECORDS

Records of a historical nature and pertaining to the creation or advancement of TCMR, its past activities, accomplishments or membership, including photographs or specialized write-ups, may be retained. However, records of this type shall be limited to those merely desirable to provide an overview of the organization's history, as determined by the Board of Directors.

SECTION 5. METHODS OF RECORD PRESERVATION

Wherever possible and practicable, records shall also be copied in electronic formats and stored on independent back-up drives or storage devices.

Wherever possible and practicable, paper-based records shall be placed in containers and locations to minimize their loss due to fire, water, wind or other forms of possible destruction. The TCMR Secretary shall maintain a summary inventory of all records in storage and the type of device or container used for such storage.

Chapter 11. RECURRING OBLIGATIONS

(Approved: June 13, 2013)

By November 1st of each year, the majority of a quorum at a business meeting shall consider and approve a budget of routine, recurring expenses to be processed and paid by the Treasurer during the upcoming calendar year. These expenses shall include, but are not limited to, registration and rental fees, utilities, insurance, postage and shipping, ongoing services, document copies for business meetings, NMRA dues on behalf of the membership and miscellaneous supplies.

Chapter 12. TRANSPARENCY AND ACCOUNTABILITY

(Approved: June 13, 2013)

SECTION 1. PURPOSE

By making full and accurate information about its mission, activities, finances, and governance publicly available, the TCMR practices and encourages transparency and accountability to the general public. This policy will indicate which documents and materials produced by the TCMR are presumptively open to staff and/or the public. The details of this policy are as follow:

SECTION 2. FINANCIAL AND IRS DOCUMENTS (The form 1023 and the form 990)

TCMR shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

SECTION 3. MEANS AND CONDITIONS OF DISCLOSURE

TCMR shall make “Widely Available” process on its internet website:
<http://www.owt.com/tcmr> whereby the general public can request the aforementioned documents.

(a) The website shall clearly inform readers the process, instructions, and fees for requesting the documents.

(b) This information must be provided within 30 days of receiving the request.

SECTION 4. DONOR RECORDS

(a) All donor records shall be available for consultation by the donors concerned or by their legal representatives.

(b) No donor records shall be made available to any other person outside TCMR except the authorized governmental agencies.

(c) Within TCMR, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that donor records shall be made available to the board when requested.

Chapter 13. SAFETY

(Approved: October 25, 2021)

SECTION 1. PURPOSE

TCMR holds public events and organizes activities where the opportunity for injuries or damages may occur. In conjunction with its insurance with NMRA, TCMR is also required to “do a good job of policing meeting rooms, show sites, vendor/display areas, etc. for potential hazards that can cause an accident.” The safety practices outlined in this chapter represent the essential steps taken by the membership to minimize safety risks.

SECTION 2. SAFETY COMMITTEE

A Safety Committee is permanently established in TCMR. The Safety Committee Chairperson shall lead group of volunteer assistants, as needed, to carry out the duties and responsibilities of this chapter.

The Chairperson’s judgment and authority on safety matters shall exceed that of any member of TCMR (including its Board of Directors) during a TCMR event. His/her authority and actions shall be in compliance with any orders of jurisdictional Fire, Building or Police Officials overseeing the activity’s location.

The Safety Committee shall review all identified safety issues and direct the corrective plan. When the Safety Committee is satisfied that the safety issue has been resolved, they may authorize the resumption of activities. If the Safety Committee determines that the safety issue cannot be resolved, then the Safety Committee will terminate the activity.

SECTION 3. GENERAL RESPONSIBILITIES OF TCMR MEMBERS

Any TCMR member who witnesses a safety concern shall take all reasonable and necessary steps to stop the activity or correct the unsafe condition, either being done by another member or the visiting public. It is also the responsibility of each member to act in a safe and reasonable manner when performing facility maintenance or layout construction. Any safety issues that cannot be resolved or corrected shall be directed to the Safety Committee for resolution.

SECTION 4. SAFETY PRACTICES DURING PUBLIC EVENTS

The requirements listed below are intended as practices to be followed during a showing of the TCMR modular layout. The Safety Committee Chairperson may, in his/her sole judgment, modify certain requirements to meet the site conditions or other factors associated with a particular show.

Pre-Event Coordination

The Safety Committee shall use a checklist form to verify that appropriate safety features were examined and verified before start of the show. The committee will complete the checklist, indicate the person who verified the safety items and provide the completed form to the Secretary.

Public Information

Visitors to a public event should be given information welcoming them and providing basic guidelines for their safety during their time in attendance.

Maximum occupancy

Each event room normally has a maximum occupancy load based on its usual intended use. TCMR shall comply with all local codes and requirements of the facility owner on the occupancy level for TCMR's intended temporary use.

Children

All children of the age of twelve (12) or younger should be accompanied by an adult. Visitors with small children shall be instructed to hold their children for best viewing and to not use any aids (i.e. chairs, boxes, stools or the like) for that purpose.

Aisle widths

The minimum unobstructed aisle width should be four (4) feet. This distance may be changed depending on event conditions or when disabled visitors including those in wheelchairs are known to be present.

Avoidance of obstructions and tripping hazards

No stools, chairs, boxes or other objects shall be placed by TCMR members in any aisle area for viewing of the modular layout and that could impede emergency access.

Any electrical extension cord used across an aisle shall be properly secured and covered such as to not create a tripping hazard.

Public conduct

TCMR shall comply with the facility's representatives regarding the handling of disruptive members of the public.

Any suspicious activities shall be reported to the Safety Committee member or representatives of the facility and its security personnel.

No smoking of tobacco products or consumption of alcohol shall be permitted

First aid and fire suppression

A first-aid kit and hand-held fire extinguisher shall be available and readily accessible during the event. In addition, the Safety Committee shall be familiar with the fire exits for the building being used, location of any fire alarms and the contact phone numbers (in addition to 911) for reporting an emergency or when assistance is needed.

Condition of displays and modules

The membership shall ensure that no sharp edges are present on any display or module and that all legs and other supporting devices are adequate and in good order so that modules and displays could not fall of their own accord.

Handling and storage of materials

Any potentially hazardous product or device used by a TCMR member shall be kept out of the reach of the public and in particular, a child. Hazardous materials or devices may include cleaning chemicals and modeling tools.

Injuries and damages

All TCMR members at an event shall lend assistance to anyone in need of immediate medical assistance and to coordinate with the Safety Committee for notifying emergency services.

The Safety Committee shall prepare a written report (with photos, as appropriate) of any injury or damage sustained during the event. The report shall include date, time, location, names of individuals involved and descriptions of the event circumstances.

SECTION 5. CLAIMS

Any injury or damage resulting in the need for a claim with NMRA's insurance shall be handled as follows:

1. Use NMRA's standard claim form--see website link below (<http://www.nmra.org/national/insurance/Claim%20Form.pdf>)
2. Provide photographs, wherever possible
3. Provide supporting documentation, wherever appropriate

Any claims must be submitted as soon as possible and sent to NMRA as follows:

1. Email the claim form and attachments to: nmrahq@aol.com; or
2. Use regular mail addressed to:
NMRA
P.O. Box 1328,
Soddy Daisy TN 37384-1328

Chapter 14. PUBLIC INFORMATION

(Approved: April 28, 2014)

SECTION 1. GENERAL PROVISIONS

TCMR may use a variety of methods for advertising and disseminating information to the public regarding its purpose, goals, events and activities. When used, the information shall contain the following, where appropriate:

- Organization title
- Location, schedule and entrance costs (if any) of an event
- General guidelines for public enjoyment and safety
- Helpful information on the event

SECTION 2. WEBSITES

The TCMR President may appoint a member to act as Webmaster for any official TCMR Internet website. The Webmaster shall reflect the following on the website:

- The date of the most-recent update of information
- The calendar of upcoming activities
- News on recent and upcoming events
- Appropriate photographs, when available
- Educational program information, when available
- Technical standards, when available

SECTION 3. MEDIA CONTACTS

The TCMR President shall be the official spokesperson of the organization and, as such, will be the primary contact with the media.

CHAPTER 15. STANDARDS AND OPERATIONS

(Approved: April 28, 2014)

SECTION 1. PURPOSE

TCMR develops, operates and maintains layouts and owns equipment for the benefit of the membership and the general public. Members of TCMR may also bring personal equipment for use on TCMR facilities. The requirements of this chapter are intended to insure an effective presentation of any layout operation and other operable educational exhibits.

SECTION 2. TECHNICAL STANDARDS

The organization shall develop standards for all equipment used on a layout, regardless of their vintage, age and appearance. These standards may pertain electrical control (such as DCC decoders), wheel sets, couplers and other equipment details. All equipment, whether owned by TCMR or one of its members, must satisfy such standards before being used on a TCMR exhibit or layout.

Standards may also be developed for other facets of construction, maintenance, storage, transfer and operation, as deemed necessary.

All standards shall be posted on the TCMR website for reference purposes and shall be considered an appendix to this Policies and Procedures document.

SECTION 3. LAYOUT OPERATIONS

TCMR may prepare special guidelines for operations of any layout under its control. Once approved, all members shall comply with the guidelines. These guidelines shall also be considered an appendix to this Policies and Procedures document.

CHAPTER 16. FUNDRAISING

(Approved: December 28, 2015)

SECTION 1. PURPOSE

To support the goal of obtaining and maintaining a long-term facility to house organizational activities including a permanent layout, TCMR will establish a permanent Fundraising Committee. The purpose of this Committee will be to identify and pursue various means to obtain the funds necessary to support the long-term mission and goals of the organization.

SECTION 2. COMMITTEE ORGANIZATION

The Fundraising Committee will consist of a Chairperson and four other permanent members. The Chairperson will be appointed by the TCMR President. The other four permanent positions will be determined by appointment from the Chairperson with approval by the TCMR President. In addition, the Committee may have other members from time-to-time in order to support Committee activities.

SECTION 3. ANNUAL GOALS

Starting within 30 days of being formed, and during every April thereafter, the Committee will develop an annual plan with specific goals to achieve during the succeeding 12-month period. These goals will be presented to the TCMR Board for review. Once reviewed by the Board the goals will then be presented at the May Business Meeting for approval by the TCMR membership. Approval will be by a majority of the membership in attendance. Items to be considered for potential goals may include, but not be limited to the following items.

- Recruitment of new members.
- Total dollar amount obtained by grants
- Total dollar amount obtained by programs such as Fred Meyer Community Rewards
- Number of fundraising activities
- Number of new fundraising initiatives

SECTION 4. MEETINGS

The Committee will meet once a month with the time and place to be determined by the Committee during its first meeting.

SECTION 5. REPORTING

During the monthly TCMR Business Meeting, the Committee will provide a report on the activities and progress that it has made during the preceding month. The format and presentation of the report will be determined by the Committee.

SECTION 6. EXPECTATION OF MEMBERS

In carrying out its function, the Committee will, from time-to-time, need to ask for the assistance of TCMR members who are not a part of the Committee. The organization expects that its members will be willing to volunteer, as they are able, to support the functions of the Committee.

SECTION 7. EXPECTATIONS DURING FUNCTIONS

Fundraising will be a major part of TCMR's ongoing activities. During any interactions with the public, fundraising should be a significant part of that interaction. This should include such things as posters depicting the mission and goals of TCMR and handouts of how individuals can help, such as by making donations using the Fred Meyer Community Rewards Program. TCMR members should be as much engaged in these activities as they are in other organizational activities and explaining the hobby of model railroading.

CHAPTER 17. FACILITY DISPLAYS

(Approved: June 27, 2016)

SECTION 1. PURPOSES

A primary activity of TCMR involves educational programs and exhibits pertaining to the railroad contributions in the Mid-Columbia region. This Chapter establishes standards for screening items to be received and displayed at any permanent facility of TCMR as well as to set certain artifact safety standards.

A permanent model railroad layout will be a primary educational exhibit and reflect historical railroad features of the lower Mid-Columbia region with a focus on the reaches from Pasco to Yakima, WA. The Northern Pacific will be the primary railroad represented on the layout exhibit. Some representations of the Spokane Portland & Seattle Railway (SP&S), Burlington Northern Railroad (BN), Union Pacific Railroad (UP) and the Yakima Valley Transit (YVT) will also be included in TCMR permanent displays, space permitting, or stored for future display purposes.

SECTION 2. ARTIFACT AND DISPLAY COMMITTEE

The formation of an Artifact and Display Committee is hereby established. This committee shall consist of TCMR members to review and recommend to the general membership those items to be accepted for display or consignment sale. The President shall designate a Chairperson of the committee.

The Committee is charged with documenting, organizing and developing suitable educational displays to be within the TCMR facility. However, this committee is not responsible for any operating model railroad layout displays.

SECTION 3. ACQUISITION OF DISPLAY ITEMS

Artifacts for display are anticipated from members, the general public or local organizations. Items may be as gifts or as consignment to be sold with proceeds to be retained by TCMR. No purchase of items is intended in this effort.

TCMR shall not disclose the name of any individual or organization that donates an item to the TCMR for permanent display or sale unless the donor expressly requests that their name be displayed on the donated item.

Documentation shall be kept on all artifact donations, including the date received and the name (and address, if available) of the donor. Each item will be assigned a specific number that will be attached to or written on that item. This number shall also correspond with the documentation maintained for such items. Donations can be made anonymously.

TCMR reserves the right to refuse any donation. When considering acceptance of an artifact donation, TCMR members shall review the condition of the item, its potential dollar value, its projected historical value and if the item will fit TCMR's purposes as outlined above.

Acceptance of items by any member should be done politely, remembering to get the name and address of the person making the donation and reporting the acceptance to the Artifact and Display Chairperson as well as the TCMR Treasurer. Donors are entitled to a receipt document showing proof of donation.

Artifacts accepted by any TCMR member shall immediately become the sole property of TCMR.

SECTION 4. DISPUTES OF OWNERSHIP

Should TCMR be made aware that a donated item may have been obtained in an illegal manner or affected by a dispute with another individual or organization, then TCMR shall fully cooperate with local agency officials to resolve the situation. Should local law enforcement and/or a local court request to have an item relinquished to them, TCMR shall comply with such request. TCMR will not relinquish any item to a former owner (actual or purported), unless directed by an appropriate local legal authority. TCMR's artifact documentation shall reflect such incidents.

SECTION 5. CRITERIA FOR DISPLAYS

All display items are to be genuine items from the railroads NP, SP&S, BN, UP, OWR&N, BNSF and YVT. Examples items may include (but are not limited to): Marked Lanterns, Marked Keys, Time Tables, Marked Tools or items known or proven to have originated from the railroads listed above.

All items shall have educational or historical value. Commonly used items may not have a readily apparent historical value by themselves but when combined in a special display, could hold special educational value. Example: small sections of different rail types (weights) would show the public that not all rail is the same and be part of a presentation on why such differences exist.

All items shall fit into TCMR's available space, although TCMR may receive large items of special significance and hold at off-site locations for future display purposes. The objective here is to not receive such items that would contribute to a cluttered display area unless other arrangements can be made for their storage.

All display items shall be in a good (or better) condition. While a heavily rusted or damaged item, such as an NP oil burning switchman lantern, would be of historical value and be accepted, it would be unsuitable for display purposes.

Items donated directly by current, local railroads (BNSF, UP, CBRW, TC&O, BMRR) may be accepted to assist in general educational programs and displays.

Items of historical significance are particularly desired, provided they meet the requirements of this section. Examples could include signs and railroad car displays.

Items that could help with model railroading education may be accepted. Rolling stock and/or structure displays shall represent local railroads, local structures and local shippers.

All artifacts shall be prioritized for display purposes, starting with those of largest size, highest quality in the judgment of the Artifact and Display Committee. Medium to smaller sized, lower priority items shall be displayed based their relative historical importance, including relevance to TCMR organization history. Photos and other paper-based documents shall be considered as lowest priority, fill-in items.

This policy shall also allow and encourage displays that (a) memorialize TCMR members who have passed away, (b) recognize the original founding members of the organization and (c) recognize individuals and organizations that made significant financial and material contributions to TCMR.

All artifact displays shall be done with sufficient lighting and viewing access to maximize their educational value. These efforts shall be coordinated with the other affected committees of TCMR.

SECTION 6. ARTIFACT HANDLING & SAFETY

All artifacts shall be handled and stored with care. Special attention shall be given to artifacts that may have delicate parts. Preservation shall be emphasized in the handling of all artifact items.

Oil burning lanterns shall not be displayed and/or stored at a TCMR facility unless they have been checked and proven to be empty of all types of flammable liquids and are incapable of being lit. Flammable liquids for oil burning lanterns shall be prohibited on TCMR premises.

All items that are displayed and/or stored at the facility must be checked and ensured that they would pose no fire, falling, tripping or other general safety hazard to the visiting public and TCMR members. At a minimum, items shall not impede minimum required walking aisle space and related local fire codes.

SECTION 7. DISPOSAL OF ARTIFACTS

Items on permanent display in a TCMR facility are not for sale unless specifically marked as such.

TCMR membership may sell, donate or scrap a permanently displayed item provided the item is approved for such action during a monthly business meeting. All disposal actions of this Section shall be considered a "Special Matter" necessitating a full membership vote in accordance with Chapter 1 of these Policies and Procedures. Artifacts accepted for consignment sale purposes only are not subject to these procedures.

TCMR organizational history items, such as (but not limited to) photos, maps, drawings, specific milestone cars and large, round signs shall not be sold, donated or scraped at any time.

Appendix A—Layout Operations Guidelines (re: Chapter 15, Section 3)

TCMR is developing a large, permanent layout for its members' use and viewing by the public. The guidelines listed below are to be observed at all times. Also, please note that these guidelines can be supplemented or superseded, as needed, by special guidelines for formal operational sessions.

Before operations

- Ensure one of the following describes your personal status while at 11 West:
 - a. You are Regular, Student, Family (**10** years or older) or Honorary TCMR member
 - b. You are a guest at least age **10** years who will be continually supervised by either a Regular member or informed adult under the direction of a Regular Member and have been given an explanation on basic operational components and their usage.
- Ensure all equipment to be used meets TCMR standards as follows:
 - a. All rolling stock pieces shall have metal wheel sets.
 - b. All locomotives shall be DCC equipped.
 - c. During any public shows, locomotives shall have a working headlight in use.
 - d. All locomotives and rolling stock shall have Kadee (preferred) or Kadee-compatible couplers (such as McHenry, Proto, or EZ Mate II). The following **are not allowed** on the layout: split shank couplers (Accumate), or couplers with plastic knuckle retainer (Bachmann EZ Mate or similar).
 - e. All couplers heights must conform to the Kadee coupler height gauge with no more than a .010" variation. Trip pins will clear the Kadee coupler gauge. Locomotive pilots and snowplows must also clear the Kadee coupler gauge.
- Turn on layout power at junction box near rear door.
- Observe locations where existing TCMR rolling stock is being stored and where tracks are available for setting up new consists
- Acquaint oneself with (or review) the general track plan and location of passing sidings, turnout controls and related operational features to be used. If you have any difficulty, then ask someone.

During operations

- Each operating locomotive consist is to be controlled by a separate throttle.
- No more than six (6) trains total, including locomotives only, will be on the main lines of Levels A and B at any one time. This requirement shall be reviewed and increased as additional layout levels become operational.
- When more than one member is present and operating, maximum train length, including locomotives, will not be greater than 12 feet. Maximum of four (4) powered locomotives are allowed on any one train.
- Trains will be run up to a maximum realistic speed of about 40 scale miles per hour or traversing some 40 feet per minute on the layout.
- Each operator is responsible to stay with his/her running train at all times (except when precluded by helix configurations) and to avoid collisions and warn other members of any problems.

- Members will be limited to no more than two (2) trains on the layout at any one time and only one (1) operating train on a main line at one time.
- The maximum run time (with members waiting) will be 30 minutes. Be aware of the extent of members awaiting a turn to run and reduce one's usage accordingly.
- Members who have run and have equipment staged will remove, as necessary, equipment to make room for other club members who have not run to set up their equipment.
- All storage of trains or locomotives not actively running on the railroad will primarily be in a staging area. Yard tracks can also be used, provided they are not already in use with TCMR equipment and other staging areas are at capacity. Use of passing sidings to store/display locomotives/trains is not allowed. Individual industrial tracks can be used for display, as appropriate if not occupied with TCMR equipment, provided all locomotives and other powered equipment are turned off and not drawing layout power.
- Follow any signs or signal-like designations for the direction routing of trains, particularly in helices.
- Debugging and changing of locomotive programming and other adjustments are to be done on an "off-layout" basis.

After operations

- Remove all equipment from the layout. If TCMR equipment was used in a consist, return such equipment to their original storage locations.
- If damage occurred or was observed on the layout, leave a note or advise a Regular Member.
- Pick up any observed trash in the layout room or the bathroom and dispose of it.
- Upon conclusion of layout operations, the last operator is to do the following:
 - a. Turn off layout power and room lighting and check thermostat setting to desired overnight requirements as posted next to the thermostat.
 - b. Ensure the front door is locked with its deadbolt latch and upon exiting the rear door, ensure that door latch is secure and unable to reopen the door with a mere turning of the handle.

A reminder on damages

Each operator is responsible for any damage (including all associated costs) that s/he causes on the layout including to equipment and structures. TCMR will be the sole judge whether needed repairs for such damage will be done by the offending individual or by another member.