

PNR Policy



Manual

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Pacific Northwest Region, Inc.
(Herein after referred to as PNR)
of the
National Model Railroad Association, Inc.
(Herein after referred to as NMRA)
August 8, 2007
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Policy Book –Purpose, Maintenance and Distribution

Policy 01

Policy Book Purpose

Policy 01.01

Effective 08/08/07

This Policy Book serves to supplement the information contained in the PNR Bylaws and to provide information pertaining to the duties and responsibilities of appointed committee chairpersons and the functions of their respective committees. To the extent possible, policies are provide in direct support of the completion of programs offered by and operated by PNR for the benefit of all members. The policy book serves as the repository of all effective policies that guide and regulate the various functions and operations of PNR.

Policy Book Format

Policy 01.02

Effective 08/08/07

The format of this Policy Book shall be basic organization by function with each unique function assigned a two digit Policy Number (i.e., 01, 10, 22, etc.) Within functions, separate and unique issues or matters for which policies are provided will have a four digit Policy Number assigned, the first two digits of which shall be the basic function Policy Number (i.e., 01.07, 10.03, 22.31, etc.) Each numbered policy shall have an associated Effective date, indicating the date the policy was approved by the PNR Board of Directors.

The Policy Book shall contain both a Table of Contents and a List of Effective Policies. The Table of Contents shall list the actual contents by major function, in logical order, and shall identify the location of the policies and such addendum as may be included, by page number. Policy item page numbers shall be common to the major function of the policies. (i.e., Policy 09 will appear on pages 09-1 through 09-X).

The List of Effective Policies shall list all effective policies by number, short title and effective date. The list of effective policies will itself be reissues and re-dated on each revision to policies in the Policy Book.

Policy Book Maintenance

Policy 01.03

Effective 08/08/07

Policy changes may be recommended by any PNR member in good standing by submitting the proposed policy, in writing, to the Secretary. The proposal should include the specific wording of the recommended policy and the supporting rationale. The Secretary will advise the President of the receipt of the proposal and then pass a copy of the proposal to the appropriate committee chair, as directed by the President. The assigned committee chair shall review the proposal and submit a statement of findings to the President and the Secretary for consideration as a scheduled agenda item at the next scheduled meeting of the BOD. The committee chair report must contain statement of impact of the proposal, positive benefits, negative considerations, and fiscal impact. The chair report shall be unbiased and be factual in nature and content. A copy of the chair report shall be forwarded to the entire BOD and to the member who submitted the original proposal. The BOD copy shall be provided in sufficient time prior to the scheduled meeting to permit proper study and consideration by the individual Directors. Following formal action by the BOD, any approved policy shall be noted in full in the minutes of the meeting, transmitted by the Secretary/Office Manager as correction pages to all official holders of the Policy Book, and properly posted to the web site. The Secretary shall prepare a notice of the policy revision for the next edition of the Switchlist after policy approval. If a policy revision is considered significant and having general impact on the PNR membership, the full policy, as adopted, should be included in the notice.

Policy submissions received between June 1 and November 30 will be considered at the BOD Mid year meeting. Policy submission received between December 1 and May 30 will be considered at the annual meeting.

Policy Book Distribution

Policy 01.04

Effective 08/08/07

Official copies of this Policy Book shall be provided to the following PNR officers and committee chairpersons for the duration of their terms of office or service:

President

Vice President

Secretary

Treasurer

Division Superintendents

Office Manager

Achievement Program Chair

Contest Program Chair

Membership Chair

Education Program Chair

Elections Program Chair

Convention Program Chair

Library Program Chair

Publications Program Chair (Switchlist Editor)

Presidents Award Program Chair

Each holder of an official copy of this Policy Book shall be responsible to properly maintain the book using replacement pages provided by the Secretary/Office Manager. Each individual holding an official copy of the Policy Book shall return that copy to the Office Manager within thirty (30) days of completion of their term(s) in office or completion of service as a chairperson.

The entire Policy Book, including Appendices, shall be posted to the PNR web site and be available for viewing and download by all PNR members.

PNR Officers

Policy 02

PNR President

Policy 02.01

Effective 08/08/07

For duties, responsibilities and authority, refer to PNR Bylaws, Article III
(See Appendix A)

Meetings Procedure

Policy 02.01.01

Effective 08/08/07

All official PNR meeting are open to the general membership. Any PNR member in good standing may make or second a motion at any meeting of the Board of Directors as well as at any PNR Business Meeting.

Members wishing to bring issues or motions before the Board of Directors should, but are not required to, submit such motions or issue descriptions to the Secretary at least two weeks in advance of the scheduled meeting. Written submissions are desired for most efficient conduct of business but are not required.

Minutes shall be recorded for all meetings. Approved minutes shall be available to the membership for review. Approved minutes shall be maintained for not less than five years. Policy actions approved by the BOD shall be posted to this manual promptly.

PNR Vice President

Policy 02.02

Effective 08/08/07

For duties, responsibilities and authority, refer to PNR Bylaws, Article III
(See Appendix A)

PNR Secretary

Policy 02.03

Effective 08/08/07

For duties, responsibilities and authority, refer to PNR Bylaws, Article III
(See Appendix A)

Archival Records

Policy 02.03.01

Effective 08/08/07

Five years of PNR records will be maintained on file with the Secretary. All records older than five years will be archived at the NMRA Kalmbach Library. General PNR records may be maintained as electronic media files except that all signed legal documents shall be maintained in file in original format.

Meeting Records

Policy 02.03.02

Effective 08/08/07

After each meeting of the PNR Board of Directors and each PNR general Business Meeting, the Secretary shall issue a list of those items assigned for action during the meeting. The "Action Item" list will include the specific action to be completed, the individual or committee assigned responsibility, and the specific schedule for completion. The "Action Item" list may be included in the formal minutes of the meeting.

PNR Treasurer

Policy 02.04

Effective 08/08/07

For duties, responsibilities and authority, refer to PNR Bylaws, Article III
(See Appendix A)

Travel Reimbursement

Policy 02.04.01

Effective 08/08/07

Because of the distances that separate our respective Divisions, Board members may be required to travel long distances to attend mid-year Board of Director meetings. Travel beyond of 350 road miles (one way, 700 miles total) is considered to be excessive. Board members and or proxies, attending the mid-year board meeting, traveling in excess of 350 road miles one way may be reimbursed, at their request, for that excess travel at the current mileage rate allowed by US IRS. Reimbursement will be for mileage in excess of 350 road miles by the most direct route. Board members who elect to use air travel will be reimbursed on the basis of lowest price coach fare less the dollar value of 700 road miles at the US IRS rate. Members traveling together by road will be allowed only a single reimbursement for the vehicle. Reimbursement for lodging and meals is not available. This policy includes all Board members identified in the By-laws. The Board of Directors has the authority to approve unusual travel expenses not specifically covered by this policy.

PNR Office Manager

Policy 03

Effective 08/08/07

Assignment

Policy 03.01

Effective 08/08/07

The PNR Office Manager is appointed by the PNR President, serves at the pleasure of the President, and serves as a principal assistant to the President. The Office Manager is responsible to the President for conduct of the routine business of PNR and also report to the PNR BOD for proper execution of those duties and to the Treasurer for fiscal matters. The BOD retains the authority to require the President to terminate the Office Manager by reason of cause.

The Office Manager serves as a non voting member of the PNR BOD. The Office Manager does not require submission of a formal proxy to permit a designated representative to represent the Office Manager at BOD Meetings.

Duties and responsibilities

Policy 03.02

Effective 06/08/10

Office Manager is responsible for, coordinating with the NMRA Headquarters membership data base and providing extracts as needed by the PNR and it's divisions. In addition, Office Manager serves to aid PNR members in resolution of membership and benefit related issues with NMRA Headquarters. The Office Manager provides monthly membership status information to the officer of PNR and Division Superintendents.

Specific Responsibilities:

1. Maintains PNR membership records coordinating with NMRA HQ data base; keeps membership mailing list current for purposes of communicating with members and distribution of publications.
2. Forwards the monthly membership summaries from NMRA HQ; distributes to the president, vice president and division superintendents showing additions, deletions and delinquents.
3. Prepares an annual membership report

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4. Provides items of member interest to the 'Switchlist' editor such as new members since the last 'Switchlist' publish date.

5. Purchases Office Manager office supplies (paper, envelopes, labels, etc.), postage stamps, as necessary, and submits reimbursement claims to the Treasurer.
6. Prepares up to date mailing labels for PNR 'Switchlist', divisional newsletters and labels for annual PNR convention committee mailings as requested.
7. Provides, on request, membership rosters for each division's members to division superintendents or membership chairs.
8. Provides, on request, membership information on individual members to the PNR program chairs to support proper completion of their responsibilities.
9. Receives member inquiries on status and coordinate resolving any membership issues with the NMRA Home Office database.
10. Prepares an annual budget request to cover anticipated expense and submits request to the PNR treasurer for the next fiscal year.

New Member Packet

Policy 03.04

Effective 08/08/07

The Office Manager, working in coordination with PNR Officers and appointed Committee Chairpersons, shall develop a packet of materials to be provided to new PNR resident members of NMRA. As a minimum, the packet should contain PNR Bylaws, latest or "Special Edition" Switchlist, Directory of PNR Officers and Committee Chairpersons, and other information such as web site address of interest to new members. The packet may be prepared as an assembly of information sheets, a special edition of Switchlist, or other appropriate format. The materials provided to should be current and of importance and value to a new member. The cost of the packet should not normally exceed \$3.50 US. Cost for the New Member packet should be assigned to the budget account for membership.

Membership list control

Policy 03.05

Effective 08/08/07

Membership lists created by the Office Manager and provided to PNR officers, PNR Committee Chair persons or Division Superintendents are not intended for general distribution or release. Those lists shall be maintained under the direct control of the officer or chairperson to whom they were issued. Any member who requires a membership list for the conduct of official PNR business may obtain a mailing label printout from Office Manager.

**Membership requirement Officers and
Convention Committee Chairs**

Policy 03.06

Effective 08/14/08

NMRA Insurance coverage of PNR sponsored events is an issue of concern at all levels. All elected officers of PNR and PNR divisions must hold valid NMRA membership throughout their time in office. In addition all PNR Convention officers and Convention Committee Chairpersons must hold valid NMRA membership throughout their period of service. Failure to comply with this policy could result in lapse of NMRA insurance coverage for some or all PNR activities.

NMRA Insurance

Policy 03.07

Effective 08/14/08

PNR President and individual Division Superintendents shall be responsible to make application to NMRA for initial or continued coverage of the NMRA Insurance program for NMRA sponsored activities and programs. In addition, PNR President and Individual Division Superintendents shall be responsible to verify that all terms and conditions of NMRA Insurance coverage are properly satisfied for events and activities under their jurisdiction.

1. All financial actions and activities of the PNR in the normal course of our business are in furtherance and support of the goals and mission of the NMRA
2. All budgets will be in balance. Should the normal sources of income be insufficient to meet expenses, the Treasurer will notify the BOD that sufficient funds must be transferred from an investment account to balance the budget.
3. PNR will not collect separate dues from any members. Membership in NMRA entitles all NMRA members resident in PNR automatic PNR membership.
4. PNR will receive an annual allocation of funds from NMRA, as provided by the NMRA Regulations.
5. PNR may set and charge fees for regional benefits and programs offered to members. Fees must be common for all resident members but surcharges and premiums are permitted for non resident members.
6. The PNR region publication "SWITCHLIST" will be offered to members at a subscription fee established by the BOD. Such fee may consider hard copy distribution, electronic distribution, and distribution to non resident subscribers. The operation of "Switchlist" should be fully supported by subscription fees and advertising revenues. To facilitate such operation, "Switchlist" will be budgeted as a separate account within the overall budget. The BOD shall have the authority to supplement "Switchlist" revenues from the general fund and to reallocate excess "Switchlist" revenues to the general fund.
7. PNR Life members shall not be assessed a subscription fee for any publications or services that have traditionally been provided as a part of their membership. Life members shall be encouraged to use electronic distributions in order to minimize their impact on the PNR budget, however they shall be entitled to a printed distribution if they so wish. Life members may be solicited for voluntary donations to help defer the cost of providing their membership services.
8. The "Switchlist" subscription fee will be established by the BOD not later than the mid-year meeting to be effective for the following year (effective Sept 1). The BOD should establish a fee schedule for resident hard copy, non-resident hard copy, resident electronic media, and non-resident electronic media. Fees should be such that sufficient revenue is generated to support the distribution of "Switchlist" to all subscribers (except Life Members), without support from the general fund. A once a year distribution of Regional election ballots in "Switchlist" may be paid for by transfer of funds from the General Fund.

1. The Treasurer will maintain a US checking account and a Canadian checking account. The checks on the Canadian checking account will be prepared by the PNR Treasurer and forwarded to the Canadian Assistant Treasurer for signature and forwarding to the payee. The Treasurer will also maintain a US investment account.
2. The Treasurer will use Quickbooks or an equivalent automated program, to record the financial transactions of the PNR.
3. The Treasurer will prepare a "Budget Execution Report" showing the approved budgeted amounts for each category, the actual expenditures in both US and Canadian funds and a performance percentage. This report will be provided to the BOD prior to a meeting. The report will also be provided when requested by a BOD member.
4. The Quickbooks system (or similar) allows classification of funds while still using a single checking account. The following classes of funds have been created:
 - A. **Subscription Fund:** Income is obtained from the subscription fees paid by our members. Funds are collected by the NMRA and then forwarded periodically to the Treasurer. Expenditures from this fund are restricted to 'Switchlist' publication costs. The BOD may distribute excess funds in this class to Divisions in support of their newsletter requirements.
 - B. **Reserve Account:** Canadian Account only. Income comes from payments by a former PNR officer repaying a debt. Expenditures are controlled by the BOD.
 - C. **General Fund:** Income is from a variety of sources not listed above. Expenditures are in accordance with the approved budget.
5. Unless specifically directed otherwise provided by official BOD action, earned income from long term investments should be retained in those respective accounts and not transferred to the general fund.
6. The goal for paying bills and claims is within 15 days of receipt of the documents. The Treasurer will notify the BOD when circumstances prevent attainment of this standard.

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Budget Process

Policy 04.02
Effective 06/08/10

1. The approved PNR Budget is the official document which authorizes the Treasurer to expend funds. The Budget shows the various sources and amounts of income and the authorized reasons and amounts to spend our money. When the expenditures in a

category will exceed the amount authorized in the approved budget, the Treasurer will seek approval from the BOD to exceed the amount.

2. The treasurer shall be responsible to prepare a draft budget for BOD consideration at the annual meeting.

3. Future budgets are constructed using the data from the current year budget as well as the actual performance obtained from the financial accounting records. Additional information can be obtained from BOD members and other sources concerning future developments or activities in the model railroad arena.

4. Each PNR officer and Program Chair shall submit budget proposal information to the Treasurer in response to the call for such information and shall file such reports and records with the Treasurer as required by this policy.

5. The Treasurer shall develop the budget proposal using good accounting practices and shall identify such accounts as necessary to properly define the revenues and expenses within the budget. The budget shall have such separate accounts as required to clearly identify the source of income or the requirement for expenditure. All accounts require the approval of the BOD

6. The accounts for Budget include the following:

INCOME

- a. NMRA Payments:
- b. Investments
- c. Life Member Payments
- d. Convention Loan Repayment
- e. Convention Attendance Fees
- f. Reserve fund
- g. Other Income
- h. Non-Rail Activities
- i. Subscription Fees

EXPENSES

- a. Awards
- b. Contingencies
- c. Convention Loan
- d. Division Support
- e. Travel Reimbursement
- f. Legal Fees
- g. Non-Rail Expenses
- h. Office Manager
- i. Oregon Corporation Fee
- j. Other Expenses
- k. President
- l. Secretary
- m. Switchlist Publication
- n. Treasurer
- o. Vice President
- p. Program Expenses

Life Member Account

Policy 04.03
Effective 06/08/10

1. The Life Member Account will be maintained in an investment account where security and safety are a high objective.
2. Annually, an amount as determined by the PNR Board of Directors, will be withdrawn from the Life Member Account and transferred to the General Fund.

Division Superintendents

Policy 05

Effective 08/08/07

Because Divisions within PNR may be separately incorporated under the laws of their respective states, provinces and/or countries a common set of duties and responsibilities is not practical. However, each Division, regardless of legal organizational basis is expected to conform to and be in compliance with the NMRA regulations and the PNR Bylaws. The Division Superintendent and all elected officers of the Division must be NMRA members in good standing while serving in office. The duties of a Division Superintendent may include, but not be limited to:

1. Serve as the Executive Office of the Division
2. Preside over Division BOD and General Membership meetings. Vote on organizational business only in the event of a tie situation.
3. Appoint various committee chairpersons and ad hoc committee members as needed. Be a member ex-officio of all committees he appoints.
4. See that all orders and resolutions of the Board are carried into effect.
5. Be responsible for the overall conduct and planning of the organization activities including publicity
6. Sign all contracts or other instruments authorized by the BOD.
7. Execute all legal documents requiring the signature of the person authorized to represent the membership except where the signing and execution thereof shall expressly be delegated to some other officer or agent by the Board of Directors.
8. Serve on the PNR Board as a voting member.
9. Keep Division members informed of the activities of the Board of PNR.
10. Provide a current copy of their divisional bylaws to the PNR Secretary for inclusion in Appendix B of this Policy Handbook.

The specific duties, responsibilities and authorities assigned to individual Division Superintendents are set forth in the respective Division Bylaws, included for reference as Appendix B1 through Appendix B7.

Division Superintendent Guidebook

Policy 05.01

Effective 09/16/09

A Division Superintendents Guidebook is provided as a separate supplement to this Manual for the use by Divisions Superintendents. Use is recommended.

Achievement Program

Policy 06

Effective 08/080/7

The Achievement Program is operated under the direction and supervision of the Region Achievement Program Chairperson who is appointed by and serves at the pleasure of the PNR President. Because the Achievement Program Chairperson is responsible for execution of a NMRA national level program, the appointment of the Region Achievement Program Chairperson must be endorsed favorably by the NMRA Achievement Program Chairperson, and the Region Achievement Program Chairperson may be terminated for cause on direction of the NMRA Achievement Program Chairperson.

The particulars of the NMRA Achievement Program are available on the NMRA web site at www.nmra.org or from the PNR Achievement Program Chairperson. It is the responsibility of each member electing to seek recognition through the Achievement Program to initiate the actions necessary to activate the program in their behalf.

The Achievement Program Chairperson serves as a non voting member of the PNR BOD. The Achievement Program Chairperson does not require submission of a formal proxy to permit a designated representative to represent the Achievement Program at BOD Meetings.

The Achievement Program Chairperson is responsible:

1. To coordinate and operate the NMRA Achievement Program in compliance with NMRA Regulations and policies and under the technical supervision and direction of the NMRA Achievement Program Chair person.
2. Maintain all required Achievement Program files and records for PNR members.
3. Educate PNR members on the Achievement Program and actively encourage member to participate in the Program.
4. Provide all reasonable assistance to any member who is actively pursuing recognition for achievement under the Achievement Program. Make sure that the program affords proper recognition for demonstrated modeling skill and that proper recognition is not subverted by undue administrative demands.
5. Establish and maintain consistency in judging by providing training in and stressing the use of the NMRA Achievement Program assessment matrices. Greater consistency is achieved by mixing the composition of judging teams for Achievement Program assessments and contest judging. To the extent possible, a photo history file of actual models judged and copies of the judging sheets will be established and maintained to support judge training.

6. Review the submission of all award and recognition applications from PNR members to validate compliance with Achievement Program regulations and, when appropriate, submit those applications to the NMRA Achievement Program Chair person or designees for processing and formal recognition. When the application is subject to regional approval for award, make the determination of qualification, prepare appropriate awards and forward them for presentation to the member.
7. Return formal recognition awards issued by the NMRA Achievement Program Chair person to the appropriate Division Superintendent or Division Achievement Program Chair person for suitable presentation to the member. Forward MMR award package materials to the appropriate Division Superintendent for presentation to the member.
8. Submit appropriate Program progress and status reports to the NMRA Achievement Program Chair person, with copies to the PNR president. Provide similar information to Editor "Switchlist" for publication.
9. Provide assistance and training for Division Superintendents and Division Achievement Program Managers (when assigned) to enable them to properly complete their Achievement Program responsibilities.
10. Provide for the training and qualification of Achievement Program judges and encourage participation by members as judges. PNR members who have earned the distinct recognition as Master Model Railroaders are expected to qualify and serve as judges at the divisional and Regional level.
11. Encourage and facilitate Achievement Program judging at all PNR and Divisional level meets and train shows that enjoy NMRA sponsorship. Facilitate Golden Spike Award assessment for portable and modular layouts at such shows and meets.
12. Create and maintain materials to support clinic level briefings and instruction for members on the particulars of the Achievement Program.
13. Provide current and appropriate information, including links to other Achievement Program web sites, for inclusion on the PNR web site.

Contest Program

Policy 07

Effective 08/08/07

The PNR Model, Photography, and Non-Rail contest shall be conducted under the direction of the PNR Contest Chairperson who is appointed by and serves at the pleasure of PNR President. The Achievement Program Chair serves as a non voting member of the PNR BOD. The Achievement Program Chair does not require submission of a formal proxy to permit a designated representative to represent the Achievement Program at BOD Meetings.

The Contest Program Chair serves as a non voting member of the PNR BOD. The Contest Program Chair does not require submission of a formal proxy to permit a designated representative to represent the Contest Program at BOD Meetings.

In general, the conduct of PNR contests shall be consistent with the contest rules established by NMRA and will employ similar judging criteria and forms. Any deviation from standard NMRA contest procedures and judging criteria must be approved by the PNR Board of Directors.

The PNR Contest Chairperson may, at his discretion and with the approval of PNR President designate a Photography Contest Manager and a Non-Rail Contest Manager, as his principle assistants for contests in those categories.

The PNR Contest Regulations are attached to this Policy Book as:

- a. Appendix C – PNR Contest Regulations
- b. Appendix C, Form PNR Contest - 1, PNR Model Contest Entry Form
- c. Appendix C, Form PNR Contest - 2, NMRA/PNR Model Contest Judges Score Sheet
- d. Appendix C, Form PNR Contest - 3, PNR Model Contest Log Form
- e. Appendix C, Form PNR Contest - 4, PNR Photography Contest Entry Form
- f. Appendix C, Form RNR Contest – 5, PNR Photography Contest Log Form

Kit Category

Policy 07.01

Effective 08/08/07

A kit category will be included in PNR sponsored model contests. Kit entries will be limited to a maximum score of 112.5 points.

Contest Categories

Policy 07.02

Effective 08/08/07

PNR sponsored Model, Photography, and Non-Rail contests may include Novice and Intermediate classes. The rules for these classes of contest shall be consistent NMRA contest regulations for similar classes, if any, and with the spirit and intent of the basic contest regulations.

Membership Program

Policy 08

Effective 08/08/07

The PNR Membership Program shall be under the direction of PNR Vice President, unless specifically assigned otherwise by PNR President with the approval of the Board of Directors. The primary purposes of the Membership program shall be to retain current NMRA members, Recruit new NMRA members, and to educate the public on the purpose of NMRA and the benefits of membership. The membership program shall be operated in coordination with the NMRA membership program.

The Membership Chairperson is responsible for developing plans to provide programs or activities to attract new members; to retain current members; acting as the liaison with the many clubs within the region boundaries; developing and maintaining a list of all such clubs and providing a means of communication with them through mailing lists and news articles in the SWITCHLIST. The Membership Program Chairperson is responsible to:

1. Keep the PNR President informed of the progress with ongoing programs and projects.
2. Communicate any prospective PNR members through mailings to all identified NMRA members within the PNR boundaries.
3. Communicate with all clubs within the PNR boundaries to promote membership in the NMRA and the PNR.
4. Develops and maintains an active RERAIL program for the PNR.
5. Develops and promotes programs to involve more youth members within the PNR.
6. Prepares articles publicizing member services and benefits for publication in the SWITCHLIST.
7. Provide the committee members with a statement of service for their use in the AP program at the conclusion of their service or within one month afterward.
8. Prepare an annual budget request to cover anticipated expense and submit request to the PNR Treasurer on the schedule established by that officer.

The Membership Program Chair, if other than the Vice President, serves as a non voting member of the PNR BOD. The Membership Program Chair does not require submission of a formal proxy to permit a designated representative to represent the Membership Program at BOD Meetings.

The ability of an NMRA member or a Division or Regional activity to host a non-NMRA member at a Divisional or Regional sponsored activity is essential to a sound membership recruitment program. Visitors and guests should be welcomed and introduced to NMRA programs and NMRA benefits for the primary purpose of encouraging and, ultimately, achieving membership status in NMRA. At some point however, the continued involvement of an individual in a "visitor" or "guest" status becomes abusive of NMRA membership benefits and an affront to NMRA members.

Each Division Superintendent shall prepare, publish, and enforce particular guidelines regarding visitors and guests at NMRA sponsored functions and activities in their Divisions. For those Divisions that hold periodic clinics or similar meetings (monthly, bi-monthly, or quarterly) not more than three visits should be allowed in a non-member status. For those Divisions with less frequent activities, a reasonable standard shall be implemented. In general, the visitor/guest status must not be allowed to abuse the benefits of membership paid for by NMRA members.

For those Divisions that include "all NMRA member" clubs which use a probationary or waiting period before acceptance into membership, the acceptable visitor status would normally be concurrent with that pre-membership waiting period.

The provisions of this policy must be made known to any NMRA member serving as a host to a guest or visitor, to each chairman or leader of an established clinic or similar group, and to the officers of any "all NMRA member" club and must be disclosed to the guest/visitor well before the membership decision deadline.

Education Program

Policy 09

Effective 08/08/07

The PNR Education Program shall be conducted under the guidance and supervision of the Education Chairperson appointed by and serving at the pleasure of the PNR President.

The Education Program Chair serves as a non voting member of the PNR BOD. The Education Program Chair does not require submission of a formal proxy to permit a designated representative to represent the Education Program at BOD Meetings.

The PNR Education Program shall be consistent with NMRA education programs and will concentrate on achieving NMRA education goals and objectives. The Education Chairperson will develop programs and materials to:

1. Support general public education on the history of railroads and the importance of railroads to the growth of nations.
2. Provide basic level skill education for new entrants into the model railroading hobby. Such program materials should be available for use at the divisional clinic level or in support of publicly offered clinics at meets and shows.
3. Provide advanced skill and knowledge level clinics for more experience members for the purpose of increasing skill levels, exchanging modeling ideas and experiences, and improving the overall quality of modeling in the hobby.
4. Develop and maintain a list of clinicians and clinics, within PNR, that are available for presentation during meets, shows, and conventions. The list may also include clinicians who are available to make presentations outside of their home division on a "prior arrangements" basis.
5. Continuously investigate new methodologies and new outlets to improve education availability to members and the general public (for example public access television productions and community college non credit courses)
6. Keep the PNR President and when appropriate, Division Superintendents and Education Chairs, apprised of new materials and programs available in the program and the successes achieved through the program.

Elections Programs

Policy 10

Effective 08/08/07

Elections shall be conducted in strict compliance with PNR Bylaws, Article V – Elections.

Nominations shall be in accordance with PNR Bylaws, Article V, sections 1, 2, and 3

Ballot operations shall be conducted in accordance with PNR Bylaws, Article V, Section 5.

Ballots

Policy 10.01

Effective 08/08/07

Each Ballot mailing will contain identical ballots but with different return addresses. Each Ballot Committee will count the ballots received by them and submit a written report in compliance with PNR Bylaws, Article V, Section 5.

Division Election Results

Policy 10.02

Effective 08/08/07

Division Superintendents shall report the results of any Division election in the next published edition of Switchlist but in any case not later than 120 days after the results of the election are known. In addition, Division Superintendents shall report the results to the PNR Secretary and President as soon as they are available or not later than 30 days after the election.

Convention Program

Policy 11

Effective 08/08/07

The PNR Convention Program shall be operated under the guidance and supervision of the Convention Committee Chairperson who is assigned by and serves at the pleasure of PNR President.

The Convention Program Chair serves as a non voting member of the PNR BOD. The Convention Program Chair does not require submission of a formal proxy to permit a designated representative to represent the Convention Program at BOD Meetings.

The Convention Committee Chairperson is responsible for administering, directing and securing sponsorship for the annual PNR convention; supervising the Host group for the PNR annual convention activities.

The Convention Chair is responsible for developing; maintaining; obtaining sites and securing bids for the PNR annual convention; acting as the liaison with the PNR divisions; clubs to achieve the desired convention site rotation schedule.

In completion of assigned duties and responsibilities, the Convention Committee Chairperson will normally:

1. Keep an up to date listing of all division superintendents and club presidents for the purpose of developing qualified bids for each convention year.
2. Develop a support committee group to handle the numerous activities essential to a successful convention.
3. Develop and maintain a "how to" Convention Handbook' for potential convention sponsors which includes advise on facility requirements, room by room recommendations, events that are the Host groups responsibility, explanations on securing the best rates for the meeting rooms, the sleeping accommodations, securing a legal contract to bind the facility to meeting the PNR requirements and banquet requirements. Spell out the attendance requirements, the insurance requirements and any bonding requirements of the host committee's money handlers.
4. Define the procedures for obligating the PNR to any expense associated with the host's bid and arrangements.
5. Create and maintain convention schedule listing the division's rotation schedule and insuring that there are convention bids two (2) years in advance of the planned date.
6. Prepares articles publicizing the bid deadline and location for publication in the SWITCHLIST.

7. Insures that the completed convention sponsoring chair completes and delivers a written report (6 copies) which includes a full financial accounting, a summary of planned activities, assessment on the success of those activities and such other items that the sponsoring group feels necessary for clarity of the event at the next annual convention or within a year following the completed convention.
8. Reviews bids of sponsoring groups and makes written recommendations to the Board of Directors for each year's bids.
9. Provide the committee members with a statement of service for their use in the AP program at the conclusion of their service or within one month afterward.
10. Prepares an annual budget request to cover anticipated expense and submits request to the PNR treasurer for the next fiscal year.
11. Acts as a resource to PNR Convention Committees by providing them with copies of past convention reports and by acting as an "institutional memory" of past experience, successes and failures.
12. Collect and store post-convention reports from each convention committee for future reference. Records shall be maintained for the past three conventions.

PNR Convention Contract

Policy 11.01

Effective 09/16/09

A copy of the standard PNR Convention Policy to be implemented by PNR and the Convention Host Committee is included **as an Appendix to the PNR Convention Handbook (effective edition)**. *Appendix 9, Pacific Northwest Convention Contract*. The Secretary will retain the signed original of each executed contract.

PNR Convention Planning Guide

Policy 11.02

Effective 09/16/09

A copy of the PNR Suggested Outline and Timetable for use in Planning a Convention is included **as an Appendix to the PNR Convention Handbook (effective edition)** in *Appendix D, PNR Convention Handbook*.

PNR Convention Report

Policy 11.03

Effective 09/16/09

A copy of the standard required post convention report is included **as an Appendix to the PNR Convention Handbook (effective edition)** in Appendix D, *PNR Convention Handbook*.

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PNR Convention Loan

Policy 11.04

Effective 08/08/07

PNR will maintain as a separate account in the budget a fund designated to assist the approved Convention Host Committee in meeting initial fiscal demands, prior to collection of convention related revenues. Requests for a Convention Loan must be made by the Host Committee to the Convention Committee Chairperson. The Convention Committee will review the request for compliance with loan guidelines and completeness and forward the request to the President and the Treasurer for approval.. A convention Loan in the amount of \$1000 US dollars can then be made to the upcoming Host Committee, on request.

Convention Attendance

Policy 11.05

Effective 08/08/07

Attendance at PNR Conventions need not be limited to NMRA members. Non-Rail attendees will be charged an appropriate rate but will be limited in participation in NMRA specific events and activities such as contests and business meetings. Non-NMRA members desiring to attend a convention shall be charged a premium to encourage recruitment. If in effect, the premium shall be the current RAIL PASS Program fee and the attendee will be enrolled as a full NMRA member. If RAIL PASS is not in effect, a premium will be charged. Non-NMRA members may not participate in contests, business or other organizational meetings, and may not receive awards or recognitions reserved to NMRA members.

Superintendent Responsibility

Policy 11.06

Effective 08/08/07

The Division Superintendent of the host Division for a PNR Convention is “organizationally responsible” for a convention held within their Division, but has no personal or financial responsibility to PNR. The Division Superintendent must favorably endorse the organizational hosts by proper Division Board of Directors approval. Such approval is intended to indicate that the host organization is a viable and responsible group.

Publication Program

Policy 12

Effective 08/08/07

The Publication Program is operated by the Publication Committee Chair who also serves as Editor "Switchlist". The Publication Committee Chair is appointed by and serves at the pleasure of PNR President.

The Editor serves as a non voting member of the PNR BOD. The Editor does not require submission of a formal proxy to permit a designated representative to represent the Publication Program at BOD Meetings.

The SWITCHLIST serves as an in house publication and will contain all official articles of the organization, including notices of election for elected officials (President and Vice President), information of general interest to the PNR membership. The SWITCHLIST must be presented as an image building device for maintaining and gaining membership interest. The editor must exercise sound judgment and editorial expertise for producing a uniform and pleasing content for the publication.

Because Switchlist is financially dependent on member subscription to ensure fiscal solvency, close attention to budget constraints is essential. The Chairperson/Editor may not exceed established limits for spending on a single issue or on an annual basis without specific detailed authority from the Board of Directors.

The Publication Committee Chairperson/Editor is responsible for preparing, editing and producing the Pacific Northwest Region's official publication, the SWITCHLIST, in accordance with the PNR bylaws.

The Editor is required to publish a timely, quality publication within the budgetary guidelines; solicit articles and photographs of general interest to the PNR membership; acknowledge receipt of information received; edit articles; provide camera ready masters and ship the camera ready masters to the printer of choice.

The Editorial will be assisted by an "Editorial Board", appointed by the PNR President, who will assist in determining both the content and the size of issues. The Editorial Board will be advisory in nature with full decision authority for the publication remaining with the Editor.

All issues concerning the SWITCHLIST production shall be designed to conform to the budgetary restrictions.

In completion of assigned duties and responsibilities, the Editor shall:

1. Establishes a support staff to assist in the overall operation of this position. This is to include, but not limited to, Advertising sub chair for obtaining paid ads to offset publication and distribution costs, Publication and Distribution sub chair to

2. Manage the actual production of the hard copy document and the delivery of the SWITCHLIST publication to all subscribers. Specific duties of sub chairs shall be established by the Editor.
3. Keeps the president and treasurer informed of SWITCHLIST deadlines, potential problems and financial issues at all times.
4. Provides treasurer with financial reports within two weeks after publication and distribution of each issue of the SWITCHLIST.
5. Provides acknowledgments in writing, (postal or email as appropriate), to all contributors of the receipt of material and indicates the anticipated edition date that the submitted material may appear in the SWITCHLIST.
6. Provide the committee members with a statement of service for their use in the AP program at the conclusion of their service or within one month afterward.
7. Prepares an annual budget request to cover anticipated expense and submits request to the PNR treasurer for the next fiscal year.

Switchlist Ad Revenue

Policy 12.01
Effective 08/08/07

Advertising revenue shall be retained in the Switchlist account to offset publication and distribution costs. Excess revenues for a publication year may be reallocated to the general fund by action of the Board of Directors.

Switchlist Budget

Policy 12.02
Effective 08/08/07

The Switchlist Editor shall be informed of the budget for the newsletter for the fiscal Year. It is the responsibility of the Editor to plan and publish within this approved budget.

Switchlist Ad Rates

Policy 12.03
Effective 08/08/07

Advertising rates for the Switchlist shall be set by the Editor. The Editor shall inform the Board of rate changes.

Returned Switchlist Copies

Policy 12.04
Effective 08/08/07

No attempt will be made to re-deliver copies of the Switchlist that are returned by postal authorities. When address corrections become known, the corrections shall be sent to the office manager and made to the mailing list.

PRESIDENT'S Award Program

Policy 13

Effective 08/08/07

The PNR President's Award Program is operated under the guidance and direction of the PAP Committee Chairperson who is assigned by and serves at the pleasure of PNR President.

The PAP Program Chairperson serves as a non voting member of the PNR BOD. The PAP Program Chairperson does not require submission of a formal proxy to permit a designated representative to represent the PAP Program at BOD Meetings.

The PAP Chairperson is responsible to promote, organize, and supervise nomination and selection of the PNR President's Award selectee. The chairperson shall also secure and arrange for presentation of the PAP award to be presented at the Annual PNR Convention.

PNR President's Award, Rules and Regulations

Policy 13.01

Effective 08/08/07

A copy of the effective Rules and Regulations for the President's Award Program are included as Appendix E.

A copy of the PNR President's Award, Nomination Form is included as Appendix E.

A copy of the instructions for filing a PNR President's Award Nomination Form is included in Appendix E.

APPENDIX A: PNR CONSTITUTION & BYLAWS

BYLAWS of the PACIFIC NORTHWEST REGION of the NATIONAL MODEL RAILROAD ASSOCIATION, INC.

Membership Approved and Effective **November 1, 2005**

ARTICLE I – NAME AND PURPOSES

SECTION 1 The Pacific Northwest Region (hereinafter called PNR) of the National Model Railroad Association, Inc. (hereinafter called NMRA) is organized under the provisions of the Regulations of the NMRA.

SECTION 2 Purposes

- A. To encourage the gathering of historical data and promote education in railway history and function.
- B. To encourage local gatherings, exchange information and ideas, to teach skills, and to promote fellowship among model railroaders.
- C. To enhance contact between members of NMRA/PNR.

ARTICLE II – MEMBERSHIP AND DUES

SECTION 1 Any person who is a member of NMRA residing within the boundaries defined as the PNR is a member of PNR.

SECTION 2 All dues shall be paid in U.S. dollars or their equivalent and shall be pursuant to a schedule of dues adopted by the Board of Directors for each category of membership, which shall be published in the Executive Handbook (EHB). There shall be following classes of membership for which the following rights and obligations apply:

SECTION 3 Classes of membership by NMRA Definition in Regulations:

- A. Member, Member plus Subscription(s), Sustaining Member, Family Member, Student Member, Life Member, Life Member plus Subscription(s), Patron Member, Corporate Member and Legacy Member.

- B. Each NMRA Class of Membership are PNR members when their principal residence is within the boundaries defined as the PNR
- C. Membership classes are as defined by the NMRA Regulations.

SECTION 4 Membership Rights and Privileges:

- A. All the above membership classes, including Honorary Life Member, but excluding Family members, shall include communications received from both the national and regional level, the exact nature and form of which communications is to be set forth in accordance with these Regulations and any policies adopted by the Board of Directors, in the Executive Handbook, provided further that Regional communications may vary depending upon the policies adopted by the Region.
- B. Each member in the above classes, including Honorary Life member shall have the right to:
 - 1. Receive a membership card as proof of membership and the class of membership, and be listed in all rosters for their class of membership.
 - 2. Participate in all NMRA activities, including those administered through a region or division both including and other than the region or division in whose territory the member resides, but subject to the payments of any user fees otherwise imposed upon members of the region in which the activity is occurring, and meeting any other qualifications or conditions established by the region and/or NMRA.
 - 3. Except for Family and Corporate membership the right to vote and run for an elective office in any region or division of which the member is a resident member, subject to meeting any qualifications and conditions established by the NMRA and, if applicable, by the region and/or division.
 - 4. Participate in and benefit from programs at the national, regional and divisional level. However, certain costs of said programs may vary depending upon location and practicability of delivering the program to individual members. Nothing prevents the Board of Directors and/or the region or division from delivering said services or administering the program from charging a reasonable cost to those services where appropriate and where consistent with these Regulations and the Executive Handbook.
 - 5. Obtaining merchandise or premiums offered exclusively to NMRA members at a discounted cost if said merchandise or premiums are

also offered to the general public. Insofar as regions offer said merchandise or premiums, said shall be available to NMRA members in said region and, if the region desires, throughout the NMRA on the same terms. The level of NMRA offering the premium or merchandise should be responsible for the administration of the program and collection of any monies and accounting as well as delivery of the merchandise or premium.

6. Participate in contests under the following conditions. At the national level, any NMRA member in good standing shall be able to enter the contest in person or by proxy. The procedures for said national contest shall be set forth in the Executive Handbook. Any cost for participating in the national contest should be borne by the individual member and the Board of Directors through and with the education department shall set uniform standards for judging NMRA national contests. Regions must also offer judging pursuant to said uniform standards provided that regions can also create non-NMRA judging rules, including but not limited to additional categories of the contest beyond those utilized by national. Upon request, the national contest rules must be applied to contest entries for a legitimate national purpose; if the purpose is to insure compliance with the AP program, AP judging may be substituted by the region at its discretion. As for regional contests, a regional resident member can enter a regional contest by proxy or in person. Out of region NMRA members can enter only in person so as to prevent abuse of the contest process by allowing multiple entries in various regions by proxy.
7. To have access to programs offered externally through NMRA but not administered by NMRA and where offered, said program must be offered to all NMRA members otherwise qualifying for such programs. Nothing herein requires regional programs to conform to this provision.
8. To be protected by event liability insurance offered by national for qualifying NMRA events and regions should protect members by applying for liability insurance where that insurance is offered or applicable through the national organization.
9. To have access as a member to the Kalmbach Memorial Library and the Howell Day Model Railroad Museum and such other facilities as may be operated by or in affiliation with the NMRA, which benefit may be fee based, as further delineated by the Board of Directors.
10. To be considered for and receive recognition through special awards or special certificates as an earned right, and one not re-

quired that regions establish through independent regional recognition.

11. To petition and seek referendum of issues and decisions in accordance with the procedures and provisions that are set forth in these Regulations as adopted by the Board of Directors.

C. Each member, except those holding a family or corporate membership, shall have the privilege of seeking an elective office and holding elective or appointive office in the NMRA.

3. Membership, other than the Life Membership categories, shall be on a yearly basis and shall expire on the last day of the month at the end of the term in for which the dues were paid.

4. Dues

A. No additional dues shall be required for membership in a region or division for NMRA members who reside in such region or division. For purposes of this article, a member has only one residence.

B. Additional costs may be charged for NMRA members who reside outside the geographic boundaries of a Region or Division, but wish to participate in or receive communications from said Region or Division. Nothing herein prevents a Region or Division from charging a subscription fee for its publications, or such other user fees for services provided the out of region member, at his or her request.

C. In lieu of dues paid by NMRA members residing within the territory of a region and one of its divisions, if any, each region shall receive from the NMRA an allocation from dues set forth below.

D. The allocation of dues shall be made pursuant to guidelines approved by the Board. The Board shall adopt an amount of the total dues for each class of membership representing the share between national and regional/divisional level. The allocation of dues shall also take into account:

1. the number of resident members within each region and each division,
2. the number of nonresident members of each region and division,
3. any different levels of services to be provided to resident members as opposed to nonresident members, and
4. when dues payments for non-life members are received, except that no payment for more than one year at a time shall be made to a region for the region and, if applicable, a division where a non-life member pays five years dues at one time.

- E. Such amount shall cover the region and division administration of all NMRA mandated programs and activities. Each region is responsible for transferring to each active division from the regions allocation of dues an amount which shall cover divisional administration of all NMRA mandated programs and activities, with the allocation being made pursuant to guideline approved by the Board of Directors.
- F. Any region or division may charge additional user or attendance fees necessary to cover the expenses of region or division programs or activities.
- G. The dues shall be indexed to a national index as specified by the Board of Directors and specifically the United States Consumer Price Index. The allocation and the index utilized by National in setting dues may only be changed in accordance with these Regulations.
- H. The Board of Directors in accordance with the provisions in Article X, is authorized to change the dues amount charged based upon any change in the index with a single vote of the Board and nothing shall prevent the Board of Directors from approving dues on a cumulative basis, i.e., not on an annual basis, provided that the cumulative adjustment in dues does not exceed the cumulative changes in the index for the same period of time in which the adjustment in dues is sought.
- I. Any adjustment in dues beyond that allowed by the index, that is beyond the change in index for the period of time in which the dues were last set, shall require two votes of the Board. Following the first and initial vote the proposed adjustment shall be publicized in the Bulletin for comment and shall not be effective until the second vote, taken at the next available meeting of the Board. The Board shall also solicit and receive input from the Regional Advisory Council and the membership concerning said adjustment beyond and above the index.

2. Region and Division Membership.

- A. Each existing NMRA member except Legacy and Corporate members, shall be a member of the PNR Region, if one exists, and of the Local Division, if one exists, in whose territory the member resides, and have voting rights therein.
- B. Each new NMRA member shall become automatically a member of the PNR Region, if one exists, and of the Local Division, if one exists, in whose territory the member resides.
- C. Each NMRA member may join any other region or division other than one in whose territory the member resides only upon:
 - 1. Application through the NMRA for membership in such region or division membership, and

2. Payment to the region or division for any publications or other out of pocket costs which such membership request entails.
3. Out of territory, members of a region shall not be allowed to vote in either region or divisional elections, and shall not be allowed to run for regional or divisional office.
6. Regions are authorized to process membership applications and collect dues for the NMRA and in so doing, acts as an agent for the Board in the collection and accounting of dues. Regions may authorize Divisions to collect membership application and dues, but said application and dues shall be remitted to the Region for transmission to National. National shall maintain a uniform membership record, which shall be available through secure file for access by each regional organization and thereafter shared by Regions with Divisions pursuant to procedures and safeguards to be approved by the Board.

ARTICLE III – OFFICERS AND DIRECTORS

SECTION 1 Officers

- A. President.
- B. Vice-President.
- C. Division Superintendents.
- D. Appointive officers specified in Section 4.

SECTION 2 Management of PNR shall be vested in the PNR Board of Directors (also known as the Board or PNR-BOD).

- A. Members.
 1. Voting members – President, Vice-President and Division Superintendents.
 2. Non-Voting members – Secretary, Treasurer, and Office Manager.
- B. A quorum shall consist of a majority of the elected Board members, including written proxies.
- C. Any member of the Board may, by written proxy, appoint another member of PNR to act in his/her behalf. No elected member of the Board may act as proxy for another member of the Board nor shall any proxy member preside.

SECTION 3 Term of elected office.

- A. The President and Vice-President shall be elected for terms of two years to begin September 1 and end August 31 of the even-numbered years.
- B. The Superintendents of Divisions 2, 4 and 6 shall be elected for terms of two years to begin September 1 and end August 31 of the even-numbered years.
- C. The Superintendents of Divisions 1, 3, 5 and 7 shall be elected for terms of two years to begin September 1 and end August 31 of the odd-numbered years.

SECTION 4 The President shall appoint a Secretary, a Treasurer, and an Office Manager to perform the duties of each office subject to confirmation by a majority of the voting members of the Board or their proxies.

SECTION 5 Duties of the officers.

- A. President: 1) preside over meetings of the PNR Board and the Annual Membership Meeting; 2) sign all contracts or other instruments in writing authorized by the Board; 3) be bonded in an amount sufficient to cover all PNR assets; 4) call special meetings of the Board whenever deemed necessary; 5) have and exercise under the direction of the Board the general administration of the affairs of the PNR; 6) be responsible for enforcing the Bylaws and any rules and regulations established by the Board; 7) appoint various officers and committees as needed; 8) in addition, may appoint a: Membership Chair, Model Contest Chair, Photo Contest Chair, Ballot Committee Chair(s), Nominations Committee Chair(s), Convention Coordinator, Switchlist Editor, Member Aid Chair, and Youth Coordinator without the advice and consent of the Board and shall define the expected duties of each chair appointed.
- B. Vice-President: 1) perform the duties of the President during his/her absence; 2) assist the President as requested; 3) be responsible for membership promotion.
- C. Division Superintendents: 1) serve as executive officers of their respective Divisions; 2) represent their Division on the PNR Board; 3) keep the Division members informed of the Board's activities.
- D. Secretary: 1) keep the minutes of all meetings of the Board and the Annual Membership Meeting; 2) maintain the files of reports and correspondence; 3) keep the Policy Book current; 4) maintain the official copies of the Bylaws and Policy Book; 5) distribute copies of the Policy Book and Bylaws to incoming officers and chairs.

- E. Office Manager: 1) maintain membership records; 2) issue membership cards; 3) send renewal notices when due; 4) provide membership status reports monthly.
- F. Treasurer: 1) receive and keep safe all monies and securities of PNR; 2) disburse monies and securities per policies established by the Board; 3) maintain books of account; 4) arrange for audits of the books and accounting procedures; 5) prepare financial reports at the close of the fiscal year and any other time that the Board shall so direct; 6) prepare and present a proposed budget to the Board prior to the beginning of each fiscal year; 7) be bonded in an amount sufficient to cover all PNR assets; 8) provide PNR Agent in Charge with required annual financial reports; 9) complete and file the annual report (Form CT-12) to the Charitable Activities Division of the Oregon Department of Justice in a timely manner as required by law.
- G. PNR Agent in Charge: 1) be a resident of the State of Oregon; 2) prepare the annual Oregon Non-Profit Corporation Report; 3) submit the report to the Oregon Department of Corporations in a timely manner as required by Oregon Corporation Law, 4) Provide a copy of the annual report to the PNR President.

SECTION 6 Vacancies on the Board shall be filled in the following manner.

- A. Upon the death, incapacitation, or resignation of the President, the Vice-President shall succeed to that office and the office of Vice-President shall become vacant. Incapacitation must be determined by 2/3 majority vote of the Board.
- B. In the event of a vacancy in the office of Vice-President, the Board may elect a Vice-President from the membership of PNR by a majority vote of the remaining Board members.
- C. In the event of a vacancy in the offices of both President and Vice-President with
 - 1. Nine or more months remaining in the term, the Board shall appoint, by majority vote of the remaining Board members, an interim President from among the Board who shall preside pending election of a President and Vice-President in a special election which shall be held within 90 days of the date the Board certifies the vacancy.
 - 2. Less than nine months remaining in the term, the Board shall elect, by a majority vote of the remaining Board members, an interim President from among the Board who will serve until the new officers elected in the regular election are installed.

- D. In the event of a vacancy in the office of Division Superintendent, unless replaced as provided for in the Division Bylaws, an interim Superintendent who resides within that Division shall be appointed by the President, subject to ratification by majority vote of the Board, to serve until such time that the Division holds election to determine new Superintendent.

ARTICLE IV – CONVENTIONS AND MEETINGS

SECTION 1 An annual PNR convention, if held, shall be held on a date not in conflict with the NMRA convention.

- A. By 2/3 majority vote of its members, the Board may suspend or re-schedule the annual convention.
- B. Convention profits or losses shall be divided between PNR and the Host Organization in accordance with a PNR Convention Contract.
- C. The Board may grant interest-free loans to the Host for preliminary convention expenses to be repaid from convention receipts, and to underwrite PNR's share of any losses.

SECTION 2 General Membership Meetings.

- A. The general membership shall meet at least once a year and conduct their business under Robert's Rules of Order, Revised.
- B. Additional meetings may be scheduled by the President or by petition by the general membership. Such petition shall contain at least 30 signatures of members of PNR in good standing, not more than 10 of which shall be counted from any one Division.
- C. The annual meeting of PNR shall be held during the convention, if there is an annual convention. Otherwise, the annual meeting shall be held at a time and place called by the President.
 - 1. At least 60 days prior notice of the time and date shall be given to PNR members.
 - 2. The President, Treasurer, and such other officers and committees as the President may call upon shall address the members at the annual meeting. Any member may request that a subject be placed on the agenda by written communication to the Secretary at least 30 days before the meeting. Members, from the floor, may raise other NMRA topics.

SECTION 3 Board meetings.

- A. All Board meetings shall be open to NMRA members in good standing.
- B. All Board members shall receive an agenda two (2) weeks before the meeting.
- C. The Board shall meet at least once a year.
- D. The Board may also meet at other times as the President or a majority of the Board request. The Board may, by a majority vote, choose to conduct these other meetings by any other available means, i.e., telephone conference calls, e-mail, other electronic devices, etc.

ARTICLE V – ELECTIONS

SECTION 1 Election qualifications.

- A. Persons voting for, or candidates for PNR or Divisional offices, shall be persons holding valid all classes of NMRA membership as listed in Regular or Life membership in NMRA and no member shall cast more than one vote for each office, nor run for more than one office at a time.
- B. NMRA Members residing beyond the boundaries of the PNR Region are not eligible to serve as President or Vice-President nor any appointed position.
- C. An office held by one whose NMRA membership lapses shall be declared vacant and such lapsed member shall not sit as an officer. The presiding officer shall offer an opportunity to renew membership before declaring the lapsed member's office vacant.

SECTION 2 Nomination procedures.

- A. Publish an announcement of procedures for nominations of candidates no later than the March issue of the Switchlist of the election year.
- B. Candidates for President and Vice-President shall be nominated by either
 1. Action of the nominating committee as announced by publication no later than the March issue of the Switchlist of the election year, or
 2. The filing of a petition with the chair of the Nominating Committee not later than April 15. Such petition shall contain the signatures of at least 15 voting members and accompanied by a written statement of consent signed by the candidate.

3. Incumbents may stand for re-election without following the nomination process; however they must provide the Elections Coordinator a letter of intent. A Vice-President may also run for the office of President on the same condition. All letters of intent must be submitted by the applicable deadline.

SECTION 3 Nominating Committee

- A. The President shall appoint a Nominating Committee of at least three (3) and not more than five (5) members.
- B. The President shall designate a member of the committee as chairman.
- C. The President, Vice-President and Trustee are ineligible to serve on the nominating committee.
- D. The Nominations Committee shall
 1. Endeavor to nominate at least two candidates for each office;
 2. Encourage the various Divisions to present petitions on behalf of additional candidates;
 3. Secure the written consent of all candidates to place their names on the ballot;
 4. Submit information and qualification background to the Switchlist for publication in the election issue.

SECTION 4 Election Committee

- A. The Election Committee Chair shall provide for the distribution of one ballot to each voting member at the member's last known address.
- B. Ballots shall be included in the April Switchlist or mailed to members by May 15th of election years.
- C. The return addresses of Ballot Chairs shall be printed on the ballot.

SECTION 5 Ballot Chairs: One for USA ballots and one for Canadian Ballots

- A. Ballot instructions shall indicate that to be counted the Ballot Chairs must receive the ballots with a postmark of not later than June 25th.
- B. The tabulation shall follow these procedures.

1. All ballots shall remain sealed until time of tally.
 2. All ballots shall be classified as valid or invalid by reason of tardiness or improper marking.
 3. Valid ballots shall be tallied with votes in favor of each candidate for each office, including write-in candidates.
 4. Valid ballots on issues other than electing officers shall be tallied with vote's yea and nay for each question.
- C. Not later than July 15th, the Ballot Chairs shall submit a written report to the President with a copy to the Secretary that shall contain the following information:
1. Number of eligible voters in PNR.
 2. Total ballots received.
 3. Number of valid ballots.
 4. Number of invalid ballots, with reasons.
 5. Number of votes for each candidate arranged by office, including all write-in votes.
 6. Results of ballot questions.
 7. Certification of report signed and dated by the Chair.
- D. Issues other than election of officers shall be included in the April Switchlist, if possible. If not possible, the ballot shall be mailed to each voting member or included in the next Switchlist as determined by the Board of Directors. Ballots must be postmarked within 45 days of the mailing to be valid. No later than 60 days after the distribution of the ballots, the Ballot Chairs shall submit a written report to the President, with a copy to the Secretary, that shall contain the following information:
1. Number of eligible voters in PNR;
 2. Total ballots received;
 3. Number of valid ballots;
 4. Number of invalid ballots;

5. Number of yeas and nays for each question;
6. Certification of report signed and dated by the Chair.

SECTION 6 Declaration and Notification.

- A. The candidate receiving the highest number of valid votes for each office shall be declared, by the President, to be the officer elected. The President shall notify each candidate listed on the ballot of the election results, and shall also arrange publication of the results in the Switchlist.
- B. A tie vote shall be resolved by the Election Committee Chair's flip of a coin called and witnessed by no less than two members of the Board of Directors at the beginning of the Annual PNR Board meeting.
- C. The Ballot Chairs or the PNR Secretary shall retain all ballots received for a period of six (6) months from the date of the close of the election, at which time they shall be destroyed.

ARTICLE VI – PUBLICATIONS

SECTION 1 The Switchlist shall be the official method of information distribution for PNR business and items of general interest to PNR members.

- A. The PNR MAY/SHALL require that NMRA/PNR and other NMRA members must pay a subscription fee of Five dollars in lawful money of the United States or the agreed rate for Canadian members or other foreign members at the current rate of exchange.
- B. The Switchlist shall be published and distributed at least two times per year.
 1. The Switchlist information may be distributed via printed matter through the USA and Canada postal systems.
 2. The Switchlist information may be distributed via electronic means.
 3. The Switchlist information may be distributed via Division publications.
- C. The Switchlist expenses shall not exceed the PNR Board approved budget.

ARTICLE VII – DIVISIONS

SECTION 1 Pacific Northwest Region, NMRA Inc. may be divided into geographical Divisions.

SECTION 2 Boundaries of the Divisions shall be determined by the Board who may, as necessary and prudent, create new Divisions, amend boundaries, or consolidate Divisions. Notice of boundary changes shall be provided to the membership as determined in Article V Elections, Section 5, Paragraph D not later than March 31, to be effective the following September 1.

SECTION 3 Each Division may incorporate, adopt its own Bylaws, or make other similar arrangements of its internal affairs. Division Bylaws must be consistent with PNR Bylaws and NMRA Regulations.

SECTION 4 The chief executive officer of the Division shall have the title of Superintendent and shall be a member of the PNR Board.

- A. The Superintendent shall be elected to a two-year term.
- B. All NMRA members residing within the boundaries of the Division shall receive a ballot.

ARTICLE VIII – BALLOT MEASURES

SECTION 1 Initiative.

- A. The members have the right to submit for vote of the membership any Bylaw revision, which upon passage, shall go into effect immediately unless otherwise stated in the measure. Passage of such measure shall require a 2/3 majority of the votes cast.
- B. Petitions to place initiative measures on the ballot must have the signatures of at least 60 voting members, no more than 20 of which shall be counted from any one Division. The petitions shall contain the exact wording of the proposed measure. All petitions shall be filed with the Secretary.
- C. The ballot shall contain either on its face or accompanying it, the complete text of the amendment in question.

SECTION 2 Referendum.

- A. The Board may, by majority vote, refer any matter to the membership.
- B. The members have the right to submit for vote of the membership any action taken by the Board. Any so challenged action shall not go into effect until approved by the membership.
- C. Approval of such action shall require

1. in the case of Bylaws revision, a 2/3 majority of the votes cast.
2. in the case of Policy revisions, dues increase, or other actions, a simple majority of the votes cast.

D. Petitions for referral of any Board action must be filed with the Secretary within 90 days following date of publication of the policy change in the Switch-list. Such petition must contain the signatures of at least 60 voting members, no more than 20 of which shall be counted from any one Division. The petition shall contain the exact wording of the action to be referred and the date of its passage by the Board.

SECTION 3 Special elections for Initiative of Referendum issues may be held, but every effort shall be made to hold them during the regular elections. Election procedures will follow Article V.

SECTION 4 Removal from office. Notwithstanding the membership right of recall, the Board may remove any elected or appointed officer by a 2/3 majority vote after finding that the officer has acted in a manner adverse to the best interests of PNR. It may then appoint replacement in accordance with Article III, if applicable.

SECTION 5 Recall.

- A. The membership may recall, and remove from office, the President or Vice-President by a 2/3 majority of the votes cast in a special election.
- B. The Board shall call a special election for not more than 90, or less than 60 days following filing of a Recall petition with the Secretary. In the case of recall of the President, the Board, by majority vote will appoint a temporary Official to conduct the recall election. To be valid, the petition shall contain
 1. A clear statement of the name(s) of the officer(s) challenged
 2. A clear statement of the reasons recall is desired
 3. The dated signatures of not less than 120 voting members, not more than 40 of which shall be counted from any one Division, and of which none shall be counted when dated more than 60 days prior to the filing with the Secretary.
- C. The recall election shall be conducted in a similar manner to an election of officers, except the question shall be stated:

“Shall (name and title of office) be recalled and removed from office?”

Yes _____ No _____

A 'yes' vote shall be a vote in favor of recalling the officer;
A 'no' vote, a vote against recalling the officer.

- D. The Elections Committee Chair shall report to the President or temporary Official the results of the recall election and such officer shall declare the challenged officer recalled or not recalled which action shall be effective immediately.

ARTICLE IX – POLICY BOOK

SECTION 1 The officer performing the duties of Secretary shall establish and maintain a Policy Book in which all policies currently in force shall be recorded.

- A. Policies shall be placed in the Policy Book under a topical classification system.
- B. Each policy or change shall be clearly identified by its date of passage.

SECTION 2 Policy Book copies shall be held by

- A. Each Division Superintendent.
- B. The President and Vice-President.
- C. The Switchlist Editor.
- D. Other officers and persons designated by the Board.
- E. Any individual member, upon request.

ARTICLE X – RATIFICATION

SECTION 1. The Bylaws, having been approved by the Board of Directors and a two-thirds majority vote of the PNR voting membership, shall become effective on the date of certification by the Election Committee Chair. This date shall be indicated on the Bylaws title page heading. All prior issues of the Bylaws are null and void.

ARTICLE XI – DISSOLUTION

SECTION 1. The PNR may be dissolve by a 2/3 majority vote of the existing, active Board members and ratified by a 2/3 majority vote of the actual votes cast by the PNR members in a special election that follows the rules of Article VIII, Ballot Measures.

SECTION 2. Asset distribution.

A. Distribution of assets on dissolution or final liquidation of PNR shall be to:

National Model Railroad Association, Inc.

4121 Cromwell Road

Chattanooga, TN 37421

Or at whatever the current valid official business address has been determined by the NMRA Directors.

B. Under no circumstances shall any member gain financial benefit from the dissolution of PNR.

APPENDIX B: DIVISIONAL BYLAWS.

Appendix B1: FIRST DIVISION

FIRST DIVISION
PACIFIC NORTHWEST REGION
NATIONAL MODEL RAILROAD ASSOCIATION, INC

BYLAWS

ARTICLE I - NAME AND PURPOSES

SECTION 1: The First Division, Pacific Northwest Region, National Model Railroad Association, hereinafter called the First Division, is organized as a division of the Pacific Northwest Region, hereinafter called PNR, under the provisions of the NMRA Constitution. The First Division comprises Southwestern Oregon, with specific boundaries designated by the PNR Board of Directors. The First Division is informally known as "Tunnel Country".

SECTION 2: The purposes of the organization are:

- (A) To enhance contact between members of the NMRA and the PNR;
- (B) To encourage local gatherings, to exchange information and ideas, and to promote fellowship among model railroaders;
- (C) To encourage the gathering of historical data and promote education in railway history, and function.

ARTICLE II - MEMBERSHIP AND DUES

SECTION 1: Any person who is a member of PNR residing within the boundaries as described in Section 1 of Article I above is a member of the First Division.

SECTION 2: No dues may be levied for First Division membership.

ARTICLE III - ADMINISTRATION

SECTION 1: Management of the First Division shall be by an elected Board of Directors of six First Division members in good standing. The presiding officer of the First Division shall be the Superintendent, as elected in accordance with the bylaws of PNR, who shall preside at all meetings of the Board of Directors and of the membership. Vacancies in the Board of Directors may be filled by appointment by the Superintendent of the First Division.

SECTION 2: The Superintendent, with majority approval of the Board, shall appoint non-voting members to the Board to serve as Secretary, Treasurer, or in other functions designated by the Superintendent. An appointed officer or official may also be a Director when duly elected as a Director.

SECTION 3: The Superintendent and the six Directors are the only voting members of the Board.

SECTION 4: The six directors will select one of the directors to be their Chairman. The Chairman will serve as a Vice-Superintendent in the absence of the Superintendent.

SECTION 5: The Secretary shall keep the minutes of all meetings of the Board of Directors and maintain official files and correspondence.

SECTION 6: The Treasurer shall receive, keep safe and disburse all funds of the First Division, and shall maintain books of account and prepare reports of financial condition for meetings of the Board of Directors. The treasurer's books shall be audited within 60 days after the close of each fiscal year.

SECTION 7: Four voting members present at a meeting shall constitute a quorum. Parliamentary law as set forth in Robert's Rules of Order, Revised shall govern all meetings. When a Director fails to attend two consecutive Board meetings without proper excuse, as determined by the Board, then that Director will be relieved from his position by vote of the Board. The Superintendent will appoint a new Director to complete the term of office.

SECTION 8: The Board of Directors shall meet at least once a year, and at such other times as the Superintendent, a majority of the Board, or a petition signed by at least ten members of the First Division shall request. Meetings of the Board shall be open to all First Division members. The time and place of each Board Meeting shall be announced to all First Division members at least ten days in advance.

SECTION 9: The terms of office of the Superintendent, the Directors, and all appointed officers and officials shall be from September 1 of an odd numbered year through August 31 of the next odd-numbered year.

ARTICLE IV - NOMINATIONS AND ELECTIONS

SECTION 1: A nominating committee shall be appointed by the Superintendent prior to April 1 of each odd-numbered year. The nominating committee shall consist of at least two members of the First Division, not including the Superintendent nor a Director.

SECTION 2: The nominating committee shall endeavor to achieve geographical distribution of nominees. Consent of the nominee is required.

SECTION 3: The nominating committee shall nominate candidates for the Board of Directors and shall also nominate candidates for Superintendent in accordance with the PNR Bylaws. Any member of the First Division desiring to run for any office will notify the nominating committee of that fact. The nominating committee will enter the member's name on the ballot. Nominees must be members in good standing of the PNR and NMRA, and aware of the requirements of the office.

SECTION 4: The nominating committee shall prepare the information for the ballot prior to June 1st. The ballot shall be distributed to the membership prior to June 15.

SECTION 5: The Superintendent shall appoint a committee of Tellers, none of whom are candidates. Ballots, to be counted, must be received by the Tellers at the address printed on the ballot by July 5.

SECTION 6: The six nominees for positions on the Board of Directors, receiving the highest number of votes shall be declared elected to the Board of Directors. A coin flip will be used to determine the winner in the event of a tie for the last position.

ARTICLE V - AMENDMENTS AND RATIFICATION

SECTION 1: Amendments to these Bylaws may be proposed by:

(A) The Board of Directors or

(B) A petition signed by 25% of the members in good standing. Such proposed amendment shall be placed on the ballot at the next annual election. The ballot shall contain the text of the proposed amendment.

SECTION 2: Amendment of the Bylaws shall require a two-thirds majority of the votes cast.

SECTION 3: These Bylaws shall become effective upon ratification by a two-thirds majority of the votes cast by members in good standing at the February 2007 election.

These Bylaws were approved by a unanimous vote of approval by the members of the First Division at an election concluded on March 5, 2007`

Appendix B2: SECOND DIVISION

14 September 1994

SECOND DIVISION, PACIFIC NORTHWEST REGION NATIONAL MODEL RAILROAD ASSOCIATION, INC.

BY-LAWS

ARTICLE I. OFFICES

Section 1. Registered Agent. The Registered Agent shall be a resident of the State of Oregon as required by law. He or she, preferably, shall be someone who is thoroughly acquainted with the relationship between the Division and the Region and be a long-time active member.

Section 2. Principal Office. The principal office shall be the residency of the Superintendent. The Secretary of State, Corporation Division, shall be notified when the election of a Superintendent requires a change of address for the principal office. Correspondence from the Secretary of State, Corporation Division, may be directed to the principal office (home of the Superintendent) or to the home address of the Secretary at the option of the Board of Directors.

ARTICLE II. MEETINGS

Section 1. Place of Meetings. All meetings shall be held within the geographical area defined by the Pacific Northwest Region, National Model Railroad Association, Inc. as the Second Division of said organization; namely: the North boundary shall be the North boundaries of Wahkiakum, Cowlitz, Skamania and Klickitat Counties of the State of Washington; the south boundary shall be the south boundaries of Tillamook, Marion, Polk, Wasco, Sherman and Gilliam counties of the State of Oregon; the east boundary shall be the east boundaries of Klickitat and Skamania counties in Washington; and, the west boundary thereof shall be the Pacific Ocean.

Section 2. Annual Meetings. The annual meeting of the membership shall be held during the month of June of each year. The day, time and place shall be determined by the Board of Directors. Written notice shall be sent to all regular members in good standing and to the Life members advising them of said meeting and such business as may properly be brought before the membership. At the annual meeting:

- A. The Superintendent, or any other officer of the Board of Directors as the Superintendent may designate, shall report on the activities and financial condition of the organization; and

- B. The voting members shall consider and act upon such other matters as may be raised consistent with the notice of such meeting.

Section 3. Regular Meetings. The Division shall schedule membership meetings on a monthly basis except for the months of July and August subject to the approval of the Board of Directors. Dates, times and sites for membership meetings shall be selected to best serve the Division's accessibility of the meeting sites; facility requirements and members' preferences. Dates, times and sites will be publicized in advance of each meeting.

Section 4. Majority Rule. The vote of a majority shall decide any question brought before such meeting, unless the question is upon amending, repealing or revoking a material and/or substantial portion of the By-laws or Articles of Incorporation.

Section 5. Proxies and Voting Agreements. Proxies for general purposes and cumulative voting for members of the Board of Directors are hereby expressly prohibited. Voting agreements are lawful but are discouraged since attendance at all meetings is required for the purposes of exercising voting privileges.

ARTICLE III. NOTICES

Section 1. Notice of Regular Meetings. Written or printed notice stating the place, day and hour of each regular meeting shall be delivered not less than fifteen (15) or more than thirty (30) days prior to the date of such meeting, by mailing the same, with first class postage being prepaid thereon, to the last known address of all dues or assessment paying members by the Board of Directors due to the receipt of adequate funds from PNR as a rebate on their membership dues. Announcements of regular meetings as provided in the mailings of "The Semaphore" shall be regarded as satisfying the requirements of such notice.

Section 2. Notice of Special Meetings. Notice shall be upon the same terms and conditions for regular meetings except that the purpose or purposes of the meeting shall be stated in the notice and delivery thereof shall not be less than twenty (20) nor more than forty-five (45) days before the date set for such meeting.

ARTICLE IV. DIRECTORS

Section 1. Directors and Election. The number of Directors shall be six, including an elected Superintendent and Vice-Superintendent. Directors shall be nominated by a committee chosen for the purpose or they may be nominated by the members at large. The ballot shall be a mail-in ballot. Every nominee shall consent to his/her nomination before his/her name is placed on the ballot. The results of the election shall be announced at the Annual Membership Meeting and subsequently published in the "Semaphore" newsletter. Two Directors and

the Vice-Superintendent shall be elected every odd year. Each elected person shall serve for a term of two years commencing on the first days of September following the annual meetings wherein they were as office holders.

Section 2. Filling Vacancies. A vacancy occurring on the Board may be filled by the affirmative vote of the majority of the remaining members, though less than a quorum of the Board. A Director elected by the Board to fill a vacancy shall be elected only to fulfill the unexpired portion of the term of his/her predecessor in office. This rule also applies to officers who are serving as Directors.

Section 3. Power of the Board. The business and affairs of the association shall be managed by its Board of Directors which may exercise all the powers of the corporation in the furtherance of its stated purposes.

Section 4. Meetings. There shall be no annual or regularly scheduled meetings of the Board. All special meetings will be held at such time and place as the Superintendent shall direct. Two or more members of the Board Secretary, with the consent of the Superintendent, may also call a special meeting.

Section 5. Quorum. A majority of the total number of Directors shall constitute a quorum for the transaction of business; however, the Superintendent, Vice-Superintendent and Secretary shall constitute the Executive Board and they may, under previous authority granted, transact a limited amount of business so long as they report their activities to the full Board and request confirmation.

ARTICLE V. OFFICERS AND DUTIES

Section 1. Officers. The principle officers of the association shall consist of a Superintendent, Vice-Superintendent, Secretary and Treasurer. The offices of Secretary and Treasurer may not be combined. The Secretary and Treasurer shall be appointed by the Superintendent with the advice and consent of the Board.

Section 2. Standing Committees. Permanent committees shall be appointed to carry out the following functions:

1. Achievement Program and Contest Coordinator
2. Clinics for regular meetings and meets
3. Membership to actively promote membership in the Division, Region and NMRA
4. Promotion, Publicity and Advertising
5. Publications to ensure timely publication of the Division's Newsletter
6. Special Events to manage Division mini-meets and serve as liaison to regional conventions, swap meets, train shows, etc.
7. Nominating Committee
8. Layout Tour Coordinator

9. Second Division Awards Program to include “Golden Semaphore” and “Brass Bell Award”
10. Special committees may also be appointed to handle emergency or sporadic functions and be granted whatever powers they deem necessary to carry out their functions.

Section 3. Terms of Office. The officers and remaining Board members of the association shall hold office until their successors are chosen and qualified as replacements. Any committees, assistant officers or agents elected or appointed by the Board of Directors may be removed by the Board whenever, in its judgment, the best interests of the association will be served thereby. Any office created by the Board of Directors shall be filled by the Board whenever a vacancy occurs.

SUPERINTEDEDENT

Section 4. Duties. The Superintendent shall be the chief executive of the corporation. He/she shall preside at all meetings of the members and of the association and shall see that all orders and resolutions of the Board are carried into effect.

Section 5. PNR Representative. The Superintendent shall represent the Second Division at all regular and special meetings of the PNR and fulfill whatever obligations are imposed upon him/her by PNR as an executive member of the Board of Trustees of PNR. He/she shall keep Second Division members informed of the activities of the Board of PNR.

Section 6. Authority. The Superintendent shall execute all legal documents requiring the signature of the person authorized to represent the membership except where the signing and execution thereof shall expressly be delegated to some other officer or agent by the Board of Directors.

VICE-SUPERINTENDENT

Section 7. Duties. In the temporary absence or disability of the Superintendent, the Vice-Superintendent shall perform all the duties and exercises the powers of the Superintendent until his/her return to office. He/she shall also perform whatever other duties the Board of Directors shall prescribe. In the event of the death, permanent disability or resignation of the Superintendent, the Vice-Superintendent shall automatically succeed to the Superintendent's term, vacating his/her office simultaneously to his/her succession to the superintendency.

SECRETARY

Section 8. Duties. The Secretary shall attend all sessions of the Board of Directors and all meetings of the members. He/she shall record the minutes of all

proceedings in a file kept for that purpose, secure accurate records of attendance of the members by requiring them to sign an attendance book, and perform such other duties for any committee when requested to do so. He/she shall give, or cause to be given, notice of all meetings and shall perform whatever other duties as may be prescribed by the Board of Directors or the Superintendent, under whose supervision he/she shall always remain.

Section 9. Authority. He/she shall have custody of the seal of the corporation (if one has been obtained) and, when authorized by the Board of Directors, to affix same to any instruments requiring it, and when affixed, it shall be attested to by his/her signature.

TREASURER

Section 10. Duties. The Treasurer shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the association. He/she shall deposit all money and other valuable effects in the name of and to the credit of the corporation in such depositories as may be designated by the Board of Directors.

Section 11. Control of Funds. He/she shall disburse funds of the association when proper to do so, making adequate vouchers for such disbursements. He/she shall render unto the Superintendent and Directors a complete, verified financial statement showing an accounting of all transactions as Treasurer and the condition of the corporation since the latest accounting, whenever requested.

Section 12. Bonding Requirements. No bonding or other undertaking shall be required of the Treasurer as long as the assets of the organization are less than \$10,000. In the event the assets exceed the amount stated, the Treasurer shall provide a corporate surety bond whenever requested by the Board. The premium thereof shall be paid by the association. It shall be in an amount satisfactory to the Board for the faithful performance of the duties of the office of Treasurer and for the restoration to the corporation in the event of his/her death, resignation, retirement or removal from office of all books, papers, money, vouchers and other property of whatever kind in his/her possession and/or under his/her control belonging to the association.

ARTICLE VI. GENERAL PROVISIONS

Section 1. Limited Terms of Office. The member may limit the term of office of any Director or Officer serving as Director to no more than two consecutive two-year terms by amending the Articles of Incorporation expressly for that purpose.

Section 2. Mutual Benefit Corporation. The Oregon Department of Justice has classified the organization as being one of mutual benefit for its members.

No attempt shall be made to change this classification to “public benefit” until such time as the Pacific Northwest Region – National Model Railroad Association, Inc. its parent corporation, and also an Oregon charitable tax exemption under Section 501 © (3) of the Internal Revenue code of 1986, or as amended.

Section 3. Dues and Assessments. All dues for the various classes of membership shall be determined by the PNR Board and the same shall be collected through the PNR Office Manager. The Second Division Board may provide for a publication assessment not to exceed \$2.50 per annum for each member, deducting there from any sums received from PNR as a rebate of dues. Failure to pay an assessment, if imposed, may result in a member being removed from the mailing list for publications, but not meeting notices.

Section 4. Voting Members. Voting rights shall be limited to those members who are designated as Life or Regular members by PNR. All family, subscripitive and/or honorary members are expressly excluded from voting.

Section 5. Bank Drafts. The corporation’s checking account shall have deposits limited to the sum of \$500.00. All other funds, if any, shall be invested. All checks and demands for money and notes may be executed on a single signature account so long as the same is within specified limits set by the Board.

Section 6. Audit. An annual audit of Second Division accounts shall be conducted by an Audit Committee appointed by the Superintendent with the advice and consent of the Board of Directors.

Section 7. Construction. The term “association” whenever used herein shall be synonymous with the term “corporation”. The term “PNR” is an abbreviation of Pacific Northwest Region – National Model Railroad Association, Inc.

Section 8. Format. “Roberts Rules of Order, as Revised” shall be followed in conducting all meetings. In all matters contained in these By-Laws, the PNR By-Laws may be used for interpretation of any unwritten policies and procedures, and to that extent they are incorporated herein by reference.

ARTICLE VII. AMENDMENTS

Section 1. Articles. The Articles may be amended, altered or repealed with regard to any material and/or substantive matter by the affirmative vote of two-thirds of those members present at any regular or special meeting called for that purpose. The Board of Directors may amend, limited to the following:

- A. Deletion of the name and address of the initial registered office or agent if a statement has been filed with the Oregon Corporation Commissioner’s office;

- B. To delete the mailing address or change the same in connection with the Annual Report to the Oregon Secretary of State; and
- C. To make any changes expressly permitted by the Oregon Nonprofit Corporation Act of 1989, or as amended.

Section 2. By-Laws. These By-Laws may be amended, altered or repealed by the affirmative vote of two-thirds of those members present at any duly and regular meeting called for that purpose.

Section 3. By-Law Content. These By-Laws or future By-Laws, if modified, may not contain any provision for managing and regulating the affairs of the corporation that is not consistent with the Articles of Incorporation and/or the laws of the State of Oregon for non-profit corporations.

cda 08-27-2005

Appendix B3: THIRD DIVISION

BY-LAWS OF THIRD DIVISION OF THE PACIFIC NORTHWEST REGION, NATIONAL MODEL RAILROAD ASSOCIATION, INCORPORATED

14 March, 1999

ARTICLE I NAME

The name of this organization shall be the Third Division of the PNR, NMRA, Incorporated.

ARTICLE II PURPOSES

To promote the hobby of model railroading and to serve as a medium of exchange of ideas and information on all aspects of model railroading. To provide entertainment for its members and the general public, through its meets and public shows. This organization shall be non-profit, non-sectarian and non-partisan.

ARTICLE III MEMBERS

Membership in this organization is contingent upon being a member in good standing of the National Model Railroad Association and the Pacific Northwest Region of the NMRA, and residing within the boundaries of the Third Division. The boundaries shall be those on file with the Secretary of the Division, as defined by the PNR. Classes of membership shall be the same as those dictated by the NMRA. The organization shall not discriminate against any person on the basis of sex, race, color or religion.

ARTICLE IV RIGHTS OF MEMBERS

All members shall have the following rights: 1. To vote on all business of the organization. 2. To participate in all activities of the organization. 3. Any member

of the Pacific Northwest Region who resides within the boundaries of the Third Division may run for any position on the board of directors.

4. No member of the organization shall have the right to purchase supplies for the organization, expecting to be reimbursed by the organization, without the prior approval of the board of directors.

ARTICLE V MEETINGS OF MEMBERS

The organization shall have an annual meeting to be held at the organizations first meet of the calendar year. At said meeting any and all business of the organization shall be conducted except for the election and installation of officers.

Place of annual meeting. The Board of Directors may designate any convenient place which is capable of holding a majority of membership attending the afore mentioned meet.

Notice of special meeting. Notice of special meeting stating the purpose, place, time and date shall be provided to members by notice being published in the organizations newsletter or by special mailed notice or by telephone, not less than ten calendar days prior to the special meeting.

Quorum. A quorum shall consist of a minimum of seven (7) members. Any meeting at which a quorum is not present may not transact any organization business. A simple majority vote (51%) of members in attendance shall decide any issue brought before membership, except where specifically stated otherwise by these by-laws.

ARTICLE VI BOARD OF DIRECTORS

General powers. The Board of Directors shall manage the affairs of the corporation.

Number and tenure. The number of directors shall not exceed three. Board members shall be elected for a term of two years and may be reelected as many times for the same position as membership sees fit.

Elections. Ballots are to be sent to membership in the third quarter newsletter with results published in the fourth quarter newsletter. New officers are to be installed on the first of day of January. The Board shall notify membership in the second quarter newsletter of any position election pending, so that any person interested in running for election may have their name printed on the ballot. Ballots shall have printed upon them the names of all persons who have expressed interest in running for office and shall also have printed upon them a space for write-in candidates. The Board may at their discretion, appoint a nominating committee to actively seek candidates for any impending vacancy.

Special elections. In the event that a position is vacated prior to the end of its regular term, the Board shall form a nominating committee either in and of itself or by appointing a minimum of two members. Once a candidate is found a special mailing shall be sent to membership notifying membership of the special election and including the ballot with the candidate(s) name(s) and a space for a write-in printed therein. The term for any candidate being elected at a special election shall be for the duration of the current term of the office.

Meetings. The Board of Directors may provide by resolution the time and place of any meeting of the Board without other notice than such resolution. The Board shall set a schedule for its meetings for planning the annual meets and shows and publish said schedule in the quarterly newsletter published prior to each meeting.

Special meetings. Any one member of the Board may call special meetings of the Board.

Notice of special meeting. Notice of special meeting of the Board shall be given to each member of the Board either verbally or in writing at least two days previous thereto.

Quorum. A majority of two-thirds of the Board shall constitute a quorum for the transaction of business at any meeting of the Board.

Compensation. Directors shall not receive any salaries for their services. No director nor the spouse of any director may be employed by the organization or perform services for the organization for compensation.

Removal. The Board may remove any member of the board whenever such member demonstrates a noticeable disinterest in the welfare of the organization, or continually fails to adequately perform the duties of their office.

ARTICLE VII OFFICERS

The officers shall be responsible for governing the activities and meetings of the organization, subject to a simple majority of membership. All organizational powers not specifically prohibited shall be vested in the officers.

Superintendent. The superintendent shall conduct all meetings of the organization. He shall appoint all committees and temporary or special officers, and shall be a member ex-officio of all committees he appoints. He shall be responsible for the overall conduct and planning of the organization activities including publicity. He shall vote on organizational business only in the event of a tie situation.

Secretary. The secretary shall keep the minutes of the meetings of membership and the Board and see that all notices are given in accordance with the provisions of these by-laws or as required by law. He shall be the custodian of the corporate records, and keep a register of the post office address of each member. He shall be responsible for notifying membership of any changes to the organization by-laws and rules, and in general perform all duties incident to the office of secretary and other such duties as from time to time may be assigned to him by the Board.

Treasurer. The treasurer if so required by the Board shall give a bond for the faithful discharge of his duties in the sum of and with such sureties, as the board shall determine. He shall have charge and custody of, and be responsible for, all funds and securities of the corporation. Receive and give receipts for monies due and payable to the corporation from any source whatsoever. Deposit all such monies in the name of the corporation in such bank(s), trust company or other depositories as shall be selected in accordance with the provisions of Article VIII of these by-laws. He shall be responsible for and in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the Board.

ARTICLE VIII FINANCES

Financial Statement. An annual financial statement including all income, liabilities and statement of financial condition shall be prepared at least annually to be presented to membership at the annual meeting. Copies of the report shall be available to any Division member.

Expenditures. Any expenditure greater than \$200.00 shall require the approval of at least two officers.

Audits. An internal audit by an appointee of the Board of Directors shall be performed at least once each year.

Contracts. The Board may authorize any officer(s) or agent(s) of the corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

Checks, drafts, etc... All checks, drafts or other orders for the payment of money, notes or other notices of indebtedness issued in the name of the corporation, shall be signed by such officer(s) or agent(s) of the corporation in such manner as shall from time to time be determined by resolution of the Board.

Deposits. All funds of the corporation shall be deposited in a timely manner, to the credit of the corporation, in such banks, trust companies or other depositories as may be selected by the Board.

Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or device for the general purpose or any special purpose of the corporation.

**ARTICLE IX
SHARES**

The corporation shall not issue any form of shares or capital stock.

**ARTICLE X
CERTIFICATES OF MEMBERSHIP**

The corporation shall not issue any certificate of membership.

**ARTICLE XI
BOOKS AND RECORDS**

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any authority of the Board. The corporation shall keep at the registered or principal office a record of the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his agent or attorney for any purpose at any reasonable time.

**ARTICLE XII
FISCAL YEAR**

The fiscal year of the corporation shall be from the first day of January to the last day of December in each year.

**ARTICLE XIII
CORPORATE SEAL**

The Board of Directors may provide a corporate seal, which shall incorporate the insignia of the NMRA.

**ARTICLE XIV
AMMENDMENTS TO THESE BY-LAWS**

Proposal by Board of Directors. A proposed amendment to these by-laws shall be submitted to membership, who shall vote on the proposed amendment. If the proposed amendment receives a two-thirds majority of the votes, it shall be incorporated into these by-laws.

Proposal by membership. A proposed amendment to these by-laws shall be submitted to the Board of Directors by means of a petition signed by at least forty percent of membership. The Board must then submit the proposed amendment

to membership not later than the next regularly scheduled meeting of membership. The membership shall vote on the proposed amendment. If the proposed amendment receives a two-thirds majority of the votes it shall be incorporated into these by-laws.

ARTICLE XV DISSOLUTION OF THE CORPORATION

Dissolution. Dissolution may be called for at any duly called meeting at which a quorum of both officers and members exists. In the event that dissolution is deemed necessary, a two-thirds majority of membership must be present for a dissolution vote to be valid. Upon approval by membership, a notice of prospective dissolution shall be mailed to all actual known or potential creditors not less than thirty days prior to filing the articles of dissolution. (As per section 30-1-87 Idaho Code)

Disposition of assets. The corporation shall proceed to collect its assets, pay, satisfy and discharge its liabilities and obligations and do all other acts required to liquidate its business and affairs, and, after paying or adequately providing for the payment of its obligations, distribute the remainder of its assets to either or both of the corporations parent organizations. The Pacific Northwest Region and/or the National Model Railroad Association.

Appendix B4: FOURTH DIVISION

BY-LAWS
of the
FOURTH DIVISION
of the
PACIFIC NORTHWEST REGION
of the
NATIONAL MODEL RAILROAD ASSOCIATION INC.

PREAMBLE

SECTION 1. NAME

The name of this organization is the FOURTH DIVISION (DIVISION) of the PACIFIC NORTHWEST REGION (PNR) of the NATIONAL MODEL RAILROAD ASSOCIATION, INC (NMRA).

SECTION 2. PURPOSES

The purposes of the Division are:

- A. To educate persons engaged in model railroading in methods of building and operating model railroad equipment and prototype practices.
- B. To develop the technical skills of persons engaged in the art and craft of model railroading.
- C. To encourage the collection and preservation of historical data and to promote education about railway history through in model railroading.
- D. To facilitate communication among all model railroaders, member and non-member alike.

ARTICLE I. OBJECT

The object of these by-laws is to establish rules to regulate the affairs of the Division.

ARTICLE II. MEMBERSHIP

Any current member of the **NMRA** residing within the geographic boundaries of the Division as defined by the PNR is a MEMBER of the Division. Member classification, rights and benefits are defined by NMRA. Family Members and Corporate Members do not have voting rights, nor may they be elected to or appointed to office within the Division.

ARTICLE III. OFFICERS AND BOARD OF DIRECTORS

SECTION 1. BOARD OF DIRECTORS

The Board Of Directors (BOD) shall consist of Elected Officers and Appointed Officers.

SECTION 2. ELECTED OFFICERS

The Elected Officers of the Division shall consist of:

- A. The PRESIDENT (herein called the SUPERINTENDENT).
- B. The VICE-PRESIDENT (herein called the Asst. SUPERINTENDENT).
- C. Three DIRECTORS (BOD).

SECTION 3. TERMS OF ELECTED OFFICE

The terms of Elected Officers shall be two years, beginning September 1 and ending August 31 of the even-numbered years.

SECTION 4. APPOINTED OFFICERS

The Appointed Officers of the Division shall consist of the SECRETARY and the TREASURER. Each appointed officer shall be a voting member of the BOD.

SECTION 5. CONDITIONS OF APPOINTED OFFICE

Appointed Officers shall be appointed by the Superintendent subject to the concurrence of majority of the BOD and serve at the discretion of the Superintendent.

SECTION 6. DUTIES OF OFFICERS

The duties of the Officers shall be:

- A. BOARD OF DIRECTORS. The management of the Division shall be vested in the BOD except as specifically stated herein. The Directors shall establish rules and regulations for the operation of the Division, approve appointment of appoint Members to standing committees, and assist Officers and committees in the performance of their duties.
- B. SUPERINTENDENT. Serve as the executive officer of the Division; preside over BOD and General Membership meetings; sign all contracts or other instruments authorized by the BOD; appoint various committee chairpersons and ad hoc committee members as needed; and serve on the PNR Board.
- C. ASST. SUPERINTENDENT. The Asst. Superintendent shall perform all duties assigned by the Superintendent.
- D. DIRECTOR. Serve as the direct representative of the members. Act in the best interest of the members in the management of the Division.
- E. SECRETARY. Keep minutes of all BOD and General Membership meetings. Submit copies of such minutes to the Editor by the next Grab Iron deadline; submit to the Secretary of State an Annual Report as required by RCW

24.03.395; and perform other secretarial duties deemed necessary or as specified elsewhere within.

- F. **TREASURER.** Receive and keep safe all monies and securities of the Division in such manner as may be designated by the BOD; disburse money in accordance with the approved budget; maintain books of account; furnish a monthly Treasurer's report to the Editor by the next Grab Iron deadline; furnish an annual financial statement to the BOD; submit to the Secretary of State an Annual Report as required by RCW 24.03.395; prepare tax returns as required by the IRS. Perform other treasury duties deemed necessary or as specified elsewhere herein. The Treasurer will be bonded, with the bonding fee paid by the Division.

SECTION 7. ELIGIBILITY

To be eligible to hold Office in the Division an individual must be a Member (except Family or Corporate Member) in good standing. No Officer shall hold simultaneously any other Office in the Division.

SECTION 8. REMOVAL OF OFFICERS

- A. **JUST CAUSE.** Just Cause includes and is limited to the following:
1. Failure of the Officer, with the exception of the Publisher, to attend two consecutive regular BOD meetings without satisfactory explanation to either the BOD or the Superintendent.
 2. Failure of the Officer to present to the Superintendent or the BOD evidence of correction of the delinquency of dues within thirty days after notification of such delinquency to the NMRA.
 3. Misfeasance, malfeasance, or nonfeasance in office.
- B. **SUSPICION OF JUST CAUSE**
Presentation of suspicion of Just Cause shall be signed and dated, delivered to the Secretary in a sealed envelope to be opened only by the Superintendent in the presence of the BOD at a regular BOD meeting; delivery to be at least ten days prior to the meeting. The accused Officer shall then be excused from the meeting and the Superintendent shall order a call of a Special BOD meeting not less than fifteen, nor more than thirty days, later to determine the resolution of the suspicion and shall appoint a committee of at least three BOD members to investigate. No meeting of the committee shall be considered a meeting of the BOD and no announcements of its meetings are required. Attendance will be at the committee's written invitation only. No minutes shall be taken by the committee. Their findings, in writing, shall be delivered to the Superintendent in a sealed envelope at the Special BOD meeting. The decision of the BOD in resolution of the suspicion shall be recorded in the BOD minutes.
- C. **REMOVAL**
Upon notification to the Superintendent or BOD of Immediate Just Cause per Article III, Section 7, A. a. or b., above an Officer shall be immediately removed from Office. If the special BOD meeting per Article III, Section 7, B above shall determine that Just Cause for removal does exist: an Appointed Officer shall be immediately removed from Office; an Elective Officer shall be placed on a Recall

ballot for a vote of the Members. Removal by recall may also be initiated per Article VI, Section 3.

D. RESIGNATIONS.

Any Officer may resign Office by presenting a written resignation to the Secretary.

SECTION 9. VACANCIES

- A. SUPERINTENDENT. The Office shall be served by the Asst. Superintendent. The Superintendent shall appoint a new Asst. Superintendent with the approval of the BOD.
- B. ASST. SUPERINTENDENT. The Superintendent shall select a new Asst. Superintendent, with the approval of the BOD.
- C. SUPERINTENDENT and ASST. SUPERINTENDENT. If the vacancies occur in offices at the same time, the BOD shall call an immediate Special BOD meeting to elect one of the Directors to be Superintendent.
- D. DIRECTOR. The Office shall be filled by the available Candidate for Director with the highest vote, but not elected, from the last General Election. If there is no such Candidate, the BOD shall elect a new Director from among the Members.

SECTION 10. CONTINUITY

- A. All outgoing officers shall turn over to their successors any and all correspondence, records, documents, supplies, equipment and monies belonging to the Division and entrusted to their care.
- B. To provide a legal continuity for the Division, except in case of Death, Recall or Removal, the vacating officer shall be considered to be occupying the Office until replaced, notwithstanding any other provision herein.

ARTICLE IV. MEETINGS

SECTION 1. MEETING PLACE

All meetings shall be held at such places and times as are designated by the Superintendent.

SECTION 2. RECOGNITION

An annual Recognition Ceremony shall be held between January 1 and June 30. This ceremony may be scheduled in concurrence with a General Membership meeting.

SECTION 3. BOD MEETINGS

- A. The Superintendent shall call a BOD meeting at least once in each calendar quarter.
- B. Any Member may attend BOD meetings and may speak on any business before the meeting.

- C. Only BOD members may bring business before the meeting, make or second motions, or vote.
- D. All actions of the BOD shall require a majority vote of all BOD members present and voting. The Superintendent shall vote only in case of a tie.
- E. Any member may request in writing to the Secretary, at least ten days prior to the meeting, business to be brought before the BOD.
- F. The Superintendent shall give the call for a Special BOD meeting at the written request of any three of the BOD members, as instructed by the BOD, or as the Superintendent deems necessary.
- G. The Superintendent shall give the call for all BOD meetings to the Editor so that the call may appear in an issue of the Grab Iron to be delivered to the Members at least ten days prior to the meeting.
- H. A necessary quorum to conduct business at any BOD meeting shall consist of at least two Directors and one other elected Officer.

SECTION 4. GENERAL MEMBERSHIP MEETINGS

- A. The Superintendent shall call a General Membership Meeting at least annually. If a BOD Meeting and General Membership Meeting are held on the same date, the BOD Meeting shall be held first.
- B. The Superintendent shall call a Special General Membership Meeting as instructed by the BOD, or at any time The Superintendent deems necessary, or upon receipt by the Secretary of a petition from the Membership containing at least twenty valid signatures of Members dated not more than fifteen days prior to submission.
- C. The Superintendent shall give the call for any General Membership Meeting to the Editor so the call may appear in an issue of the Grab Iron to be delivered to the Members at least ten days prior to the meeting.
- D. Any member (except Family or Corporate Members) may bring any appropriate business before the meeting, or move, second, vote or speak on any matter before the meeting.
- E. A General Membership Meeting may refer any item of business to the BOD for action, with or without recommendation, or may refer any item of business to a vote of the Membership in an Election.
- F. A necessary quorum to conduct business at any General Membership Meeting shall consist of at least fifteen Members (excluding Family or Corporate Members).
- G. The Members have the right, by majority vote at any General Membership Meeting, to submit for the vote of the Membership any action taken by the BOD. Any action so challenged shall not go into effect until approved by the Membership.

SECTION 5. MINUTES

Approved Minutes of all BOD and General Membership meetings shall appear in the next issue of the Grab Iron.

ARTICLE V. ELECTIONS

SECTION 1. GENERAL ELECTIONS

A General Election shall be held every even-numbered year.

SECTION 2. NOMINATING COMMITTEE

- A. A Nominating Committee consisting of at least three Members, other than the Superintendent, shall be appointed prior to February 1.
- B. The Committee shall prepare a list of Candidates and deliver it to the Election Committee before March 1.
- C. The list shall include at least one Candidate for each available office, with provision for one write-in Candidate for each office.
- D. The Committee must obtain the written consent of each Candidate before including their name on the ballot.
- E. A Candidate may only run for one Office in each election.

SECTION 3. ELECTION COMMITTEE

- A. The Superintendent shall appoint an Election Committee consisting of three Tellers from among the Members, exclusive of the Candidates or The Superintendent before March 1 and shall not be an ex-officio member of, nor attend any meeting of the Committee.
- B. The Committee shall prepare a Ballot in its finished form consisting of all Candidates and Measures as submitted. The Ballot shall contain a definition of any action which would invalidate a ballot.
- C. The Ballot shall be distributed to the Membership in the May issue of the Grab Iron or at a similar time by separate mailing.
- D. To be counted, Ballots must be received by the Committee at the address printed on the ballot, postmarked by no later than June 1, and received by June 15. All ballots shall be tallied by June 20.
- E. All ballots shall be retained and safeguarded by the Committee and shall remain sealed until the time to tally.
- F. The Committee Report shall include:
 - 1. Total ballots received
 - 2. Total valid ballots received for each Office and Measure.
 - 3. Total votes on each Office and Measure.
 - 4. The number of votes for each Candidate, including write-in Candidates, arranged by office and then in descending order of number of votes.
 - 5. The number of votes for and against each ballot Measure.
 - 6. The dated signatures of all Committee members.

- G. The Committee shall deliver its Report to the Editor, Superintendent, and each Candidate before July 1.
- H. Any tie vote shall be resolved by a majority vote of the BOD by secret ballot prior to July 10. Ballots shall be delivered to the Election Committee,
- I. The Election results shall be published to the Membership no later than the September issue of the Grab Iron.
- J. The Committee shall turn over all ballots received to the Secretary for retention until October 15, when they shall be destroyed.

SECTION 4. SPECIAL ELECTIONS

Special Elections may be called at the order if the BOD, but every effort shall be made to bring the particular business to the Membership in an already scheduled Election. The steps to be taken in a Special election shall be the same as detailed for a General Election except that the timing shall be appropriate to the particular Special Election.

ARTICLE VI. BALLOT MEASURES

SECTION 1. INITIATIVE

- A. The Members have the right to submit for vote of the Membership any Measure which, upon passage, shall go into effect immediately, unless otherwise stated in the Measure.
- B. Passage of such Measure shall require a two-thirds majority of the votes cast for a By-Law revision or, in any other case, a simple majority of the votes cast.
- C. A petition to place an Initiative Measure on the ballot must have the signatures of at least five ten percent of the Members, dated not more 90 days prior to filing. The petition shall contain exact wording of the proposed Measure and shall deal with only the proposed Measure.
- D. For the Measure to be included on the ballot of any regular election the petition must be filed with the Secretary by March 1.
- E. If the petition includes a request for a Special Election the BOD shall vote on request at the next BOD meeting. If the request is not approved the Measure shall appear on the ballot of the next Election.

SECTION 2. REFERENDUM

- A. The BOD may, by majority vote, refer any matter for a vote of the Membership during any Election.
- B. Passage of a Referendum measure shall require a two-thirds majority of the votes cast for a By-Laws revision or Dissolution or, in any other case, a simple majority of the vote cast.

SECTION 3. RECALL OF ELECTED OFFICERS.

- A. The Members have the right to Recall, and thus remove from office any Elected Officer. The NMRA District Director is not an elected official of the Division.
- B. To institute a Recall a petition must be filed with the Secretary which must contain:
 - 1. A clear statement of name, Office and term of office of the challenged Officer.
 - 2. A clear statement of the Just Cause(s) for which Recall is sought. The only Just Causes for Recall are those stated in Article III, Section 8 herein.
 - 3. The signatures of not less than twenty percent of the Members dated not more than sixty days prior to filing.
 - 4. The petition must deal only with the Recall of one Officer.
- C. Upon receiving a petition of Recall the BOD shall issue a call for a Special Election to decide the Measure not less than sixty nor more than ninety days after the filing date. If an already scheduled Election falls within that time period, the Measure shall be placed on that ballot.
- D. The Recall Measure shall be stated on the ballot as follows: "Shall (Name and Office of Officer)- be recalled and removed from office? [] Yes [] No."
- E. The Election Committee shall report promptly to the Secretary the results of the vote on the Measure. The BOD shall then convene an immediate Special BOD meeting without the presence of the challenged Officer, at which the BOD shall declare the challenged Officer recalled or not according to the outcome of the voting on the Measure, effective immediately. The Secretary shall then immediately notify the challenged Officer of the outcome.
- F. In order to pass, a Recall measure must receive an affirmative vote of at least three-fourths of the votes cast on the Measure.

ARTICLE VII. RECORDS

SECTION 1. SECRETARIAL RECORDS MANAGEMENT

All business records and correspondence shall be retained by the Secretary or their designate(s). The Secretary shall be the custodian of all historical records, files and correspondence of the division. All division records shall be available for inspection by any Member upon reasonable notice to the Secretary.

SECTION 2. TREASURY RECORDS MANAGEMENT

The Treasurer, in the event of their resignation or removal, shall deliver all files, books of account and other Division records, to his/her successor or the Secretary within fifteen days.

SECTION 3. RECORDS DESTRUCTION

Destruction of Division records, other than ballots, must be authorized by a majority vote at a General Membership meeting which follows notification to the Membership of such intent in the Grab Iron.

ARTICLE VIII. PUBLICATIONS

SECTION 1. GRAB IRON

The Division's official publication, called the GRAB IRON, shall be produced a minimum of ten times per year. The GRAB IRON shall provide timely publication of the minutes of all BOD, and General Membership meeting, monthly Treasurer's reports, the results of all election and such other announcements and information as are pertinent to the operation of the Division and the enlightenment of the Membership. Other material may be included at the discretion of the Editor.

SECTION 2. OTHER PUBLICATIONS

The Division shall also publish from time to time such other materials or publications as are authorized by the BOD as pertinent.

SECTION 3. PUBLICATION FUNDING

- A. The Division may/shall require Division members pay an annual fee to be paid in lawful money of the United States, to receive official Division publications via printed matter.
- B. The BOD may waive some or all of the annual fee for members electing to receive official publications electronically.
- C. The BOD shall waive the annual fee for official publications, when the member provides 25 hours of documented volunteer time annually for Division sanctioned groups or events.
- D. Subscription service to NMRA members residing outside of the DIVISION, requesting such services shall be available for an annual fee set annually by the BOD.

ARTICLE IX. FINANCIAL

SECTION 1. BUDGET

The BOD, with the aid of the Treasurer, shall prepare an annual budget for presentation to the Membership for ratification by a majority vote at a General Membership meeting.

SECTION 2. ALLOCATION OF FUNDS

- A. No bills shall be incurred in the name of the Division without prior approval of the BOD, except the Superintendent may spend up to \$250 without prior approval.

- B. To be paid, all bills shall have the substantiation of an original receipt and an approved voucher.

SECTION 3. DISBURSEMENT OF FUNDS

- A. The disbursement of funds shall be in the following priority:
1. Legal expenses.
 2. Clinic expenses.
 3. Other expenses.
- B. The GRAB IRON expenses shall be paid only from subscription revenue.
- C. All authorized expenses shall be paid by the Treasurer from available funds in the Treasury.
- D. All non-budgeted expenditures must have the prior approval of a majority vote at a BOD meeting prior to being disbursed.

SECTION 4. BUDGET REVISIONS

All budget revisions are at the discretion of the BOD.

SECTION 5. TREASURER'S REPORT

The monthly Treasurer's report shall show in detail all items of revenue and expense arranged by budget line item along with current month and year-to-date totals and remaining balances for each line item and the total budget. Division accounting shall be by the accrual system.

SECTION 6. MEMBERS

No Member shall gain financial benefit from Membership in the Division. This Section shall not restrict reimbursement of actual expenses incurred on behalf of the Division and approved by the BOD.

ARTICLE X. STANDING COMMITTEES

The Standing Committees of the Division shall be the Nominating Committee and the Election Committee.

ARTICLE XI. PARLIAMENTARY AUTHORITY

SECTION 1. ROBERT'S RULES OF ORDER.

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or any special rules of order the Division may adopt.

SECTION 2. CONFLICT.

Wherever any portion(s) these By-Laws is in conflict with the Constitution or By-Laws of the NMRA, the By-Laws of PNR or any statutes applicable to this organization, such portion(s) of these is and shall be null and void.

ARTICLE XII. AMENDMENTS

SECTION 1. METHOD

Amendment of these By-Laws may be either by Referendum from the BOD or by Initiative from the Members.

SECTION 2. WORDING

The Referendum motion or the Initiative petition shall contain a quotation of the affected portion(s) of the By-Laws, both before and after amendment, and a clear statement of the intent of the proposed amendment. Such wording shall also be included in or accompany the ballot on the proposed amendment.

SECTION 3. EFFECTIVITY

Amendment(s) shall be effective immediately upon ratification unless the amending Measure contains wording to the contrary.

ARTICLE XIII. DISSOLUTION

SECTION 1. APPROVAL

The Division shall not be dissolved unless such action is approved by two-thirds of the BOD and ratified by two-thirds of the Membership voting in a Special Election.

SECTION 2. METHOD

In the event of dissolution the assets of the Division shall be disposed of as follows:

- A. Assets both monetary and non-monetary shall be given to the PNR.
- B. Non-monetary assets may be offered for sale at current market value or at an auction to be advertised in the model railroad press. The proceeds of such sale shall be given to the PNR.
- C. Under no circumstances shall any Member gain financial benefit from dissolution of the Division.

ARTICLE IX. RATIFICATION

Ratification of these By-Laws shall nullify all prior By-Laws and cause these By-Laws to become effective on July 1, 2005.

Appendix B5: FIFTH DIVISION

5TH DIVISION - PACIFIC NORTHWEST REGION OF THE
NATIONAL MODEL RAILROAD ASSOCIATION
BY-LAWS
adopted effective April 11, 1999

ARTICLE I. NAME AND PURPOSE

- A. This organization shall be known as the 5th Division of the Pacific Northwest Region, National Model Railroad Association, Inc. The organization shall be hereafter referred to as the Division.
- B. The purpose of the Division shall be to:
1. Promote the hobby of model railroading.
 2. Establish a close relationship with the Pacific Northwest Region and assist the region in serving its members.
 3. Sponsor model railroading activities including, but not limited to, meets, clinics, contests, and prototype tours.
 4. Promote the education and development of model railroading skills to aid members of all ability levels in order that they may experience greater enjoyment in the hobby.
 5. Promote interest and membership in the NMRA/PNR/5th Division.

ARTICLE II. MEMBERSHIP

- A. Any NMRA/PNR member in good standing who resides within the boundaries of the Division is a member of the Division.
- B. The boundaries of the Division shall be those on file with the Secretary of the PNR/5th Division.

ARTICLE III. MEETINGS

- A. Each year the third week of April, the Division shall hold an Annual Meeting. In the event of a cancellation, or lack of a quorum, the Annual Meeting shall take place at the next scheduled Division meeting.
- B. The Executive Committee shall schedule at least one open Board meeting each year. The meeting shall be open to all members and must be announced at a division meeting.

- C. Relative to all articles of this document, "the year" shall mean the time from September 1 to the following August 31.
- D. Ten members shall constitute a quorum at a Division meeting.
- E. Executive meeting will be held at least quarterly or as called by the Superintendent.

ARTICLE IV. OFFICERS

- A. There shall be four elected officers:
 - 1. Superintendent, the chief executive officer of the Division.
 - 2. Assistant Superintendent
 - 3. Chief Clerk, the secretary
 - 4. Paymaster, the treasurer
- B. The order of succession of officers shall be as they are listed in the preceding section. This order shall be used for any of the following situations:
 - 1. Determine who shall assume the office of Superintendent in the event of a vacancy.
 - 2. Determine who shall preside at a Division meeting.
 - 3. Determine who shall preside at a Executive Committee meeting.
- C. No person shall hold any one particular office for more than four consecutive years.
- D. No person may serve as an officer for more than six consecutive years.
- E. Vacancies among officers other than Superintendent shall be filled by appointment by the Superintendent to serve until the end of the term subject to approval by a majority of the Board members present at a meeting of the Executive Committee.

ARTICLE V. BOARD OF DIRECTORS-EXECUTIVE COMMITTEE

- A. The Executive Committee shall be responsible for conducting the business of the Division.
- B. Additional Committee meetings, not necessarily announced at a Division meeting, may be held.
- C. The officers, by majority consent, may appoint Station Masters to serve as members of the Executive Committee, along with the four officers.

1. The term of a Station Master shall be at the discretion of the Superintendent.
- D. Five members, including half the number of officers, shall constitute a quorum for meetings of the Executive Committee.

ARTICLE VI. ELECTION OF OFFICERS

- A. Officers shall be elected from the members of the Division at the Annual Meeting for two year terms.
1. Superintendent and Paymaster shall be elected in odd years. Assistant Superintendent and Chief Clerk shall be elected in even years. Train-masters shall be appointed as new Superintendent and Executive Committee desires.
 2. To be elected a candidate must receive the majority of votes cast. If there are more than two candidates and neither receives a majority, there shall be a run-off at the same meeting between the two candidates who received the highest number of votes.
- B. Candidates for office may be nominated, either by a nominating committee, the Executive Committee or by a member of the Division, at the Annual Meeting.
- C. Two members of the Executive Committee who are not up for re-election shall be responsible for managing all elections.

ARTICLE VII. FINANCES

- A. In the event this organization is to be dissolved and not succeeded by another organization of a similar purpose, all assets shall be transferred to the PNR of the NMRA.
- B. Any expenditure greater than \$200 shall require the approval of at least two officers who have been elected by the membership, and approval of the Executive Committee.
- C. A financial report including all income, expenses, and statement of financial condition shall be prepared at least once a year by the Paymaster. Copies of the report shall be available to any Division member.
- D. An internal audit by an appointee of the Executive Committee shall be performed at least once during each year.

ARTICLE VII. AMENDMENTS

- A. These by-laws may be amended.
- B. A proposed amendment must be approved for presentation at a Division meeting by a majority of the Executive Committee present at an Executive Committee meeting.
- C. The proposed amendment must be presented at a Division meeting and the date for the vote of its ratification published prior to the meeting.
- D. The amendment must be voted on after the meeting at which it was presented. Said vote to be either by mail ballot or at a special meeting to be called by the Executive Committee.
- E. To be ratified, the proposed amendment must be approved by a majority of the members voting.

Appendix B6: SIXTH DIVISION (PENDING)

Appendix B7: SEVENTH DIVISION

BYLAWS OF THE SEVENTH DIVISION, PACIFIC NORTHWEST REGION, NATIONAL MODEL RAILROAD ASSOCIATION (the "Society")

PART 1 - INTERPRETATION

1 (1) In these bylaws, unless the context otherwise requires:

"directors" means the directors of the Society for the time being;

"Society Act" means the *Society Act* of British Columbia from time to time in force and all amendments to it;

"registered address" of a member means the member's address as recorded in the register of members.

(2) The definitions in the *Society Act* on the date these bylaws becomes effective apply to these bylaws.

2 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

PART 2 – MEMBERSHIP

3 The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.

4 (1) Membership in the society is open to all persons applying for membership in both the Pacific Northwest Region, National Model Railroad Association Inc., and the National Model Railroad Association Inc., and paying the membership fees of those associations, if any, and who reside within British Columbia, the Yukon Territory, and that portion of the Northwest Territories west of 120 degrees longitude.

(2) Membership in the Pacific Northwest Region, National Model Railroad Association Inc. and the National Model Railroad Association Inc. is open to all persons apply-

ing for membership and paying the membership dues of the Pacific Northwest Region, National Model Railroad Association Inc. and the National Model Railway Association Inc., if any.

- 5 Every member must uphold the constitution and comply with these bylaws.
- 6 The amount of membership dues shall be determined by the membership.
- 7 A person ceases to be a member of the Society
 - (a) by delivering his or her resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society;
 - (b) on his or her death or, in the case of a corporation, on dissolution;
 - (c) on being expelled; or
 - (d) on having been a member not in good standing for 12 consecutive months.
- 8 (1) A member may be expelled by a special resolution of the members passed at a general meeting.
 - (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
 - (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 9 All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the Society, and the member is not in good standing so long as the debt remains unpaid.

PART 3 – MEETINGS OF MEMBERS

- 10 General meetings of the Society must be held at the time and place, in accordance with the *Society Act*, that the directors and the Standing Committee decide.

- 11 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12 The directors and the Standing Committee may, when they think fit, convene an extraordinary general meeting.
- 13 (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 14 The first annual general meeting of the Society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

PART 4 – PROCEEDINGS AT GENERAL MEETINGS

- 15 Special business is
- (a) all business at an extraordinary general meeting except the adoption of the rules of order and the election of directors, and
- (b) all business conducted at an annual general meeting, except the following:
- (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the directors;
 - (iv) the report of the auditor, if any;
 - (v) the election of directors;
 - (vi) the appointment of the auditor, if required;
 - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 16 (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

- (3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.
- 17 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
- 18 Subject to bylaw 19, the president of the Society, the vice-president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
- 19 If, at a general meeting
- (a) there is no president, vice-president or other director or member of the Standing Committee present within 15 minutes after the time appointed for holding the meeting, or
 - (b) the president and all the other directors present are unwilling to act as the chair, the members present must choose one of their number to be the chair.
- 20 (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
- (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
- 21 (1) Every resolution proposed at a meeting must be seconded to be valid and the chair of a meeting may not move or propose a resolution.
- (2) In case of a tie vote, the chair does not have a casting or second vote.
- 22 (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hands.

(3) Voting by proxy is not permitted.

23 A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the society.

PART 5 – DIRECTORS AND OFFICERS

24 (1) The directors and the Standing Committee may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or meeting, but subject, nevertheless, to

- (a) all laws affecting the Society;
- (b) these bylaws, and
- (c) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a general meeting.

(2) A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors and the Standing Committee that would have been valid if that rule had not been made.

25 (1) The president, vice-president, secretary, treasurer and one or more other persons are the directors of the Society.

(2) *The number of directors must be 5 or a greater number determined from time to time at a general meeting.*

(3) Each director shall be elected for a two (2) year term. The president and vice-president shall be elected in odd numbered years. The other directors shall be elected in even numbered years.

(4) The directors shall appoint a Standing Committee which shall consist of a number to be determined by the directors but shall be not less than five.

(5) The Standing Committee shall retire from office at each annual general meeting when their successors shall be appointed.

26 (1) The directors of the Society may be elected either at a general meeting of the Society or by regular mail, as the directors shall determine.

(2) In the event a mail ballot is used, ballots shall be mailed to every member by regular mail, not less than sixty (60) days prior to the date set for the Annual General Meeting.

- (3) In order to be valid, the ballots must be received by the returning officer designated in the ballot, not less than fifteen (15) days before the date set for the Annual General Meeting.
 - (4) The directors shall retire on the first day of the month following the Annual General Meeting, at which time, their successors shall assume office.
 - (5) Separate elections shall be held for each office to be filled.
 - (6) An election may be by acclamation, otherwise it must be by ballot.
 - (7) If a successor is not elected, the person previously elected or appointed continues to hold office.
- 27 (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
- (2) A director so appointed holds office only until the end of the term of the director he replaces, but is eligible for election.
- 28 (1) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
- (2) An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
- 29 The members may, by special resolution, remove a director, or a member of the standing committee, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
- 30 A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

PART 6 – PROCEEDINGS OF DIRECTORS

- 31 (1) The directors shall meet together with the standing committee at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

- (2) The directors and the standing committee may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
 - (3) The president is the chair of all meetings of the directors and the standing committee, but if at a meeting the president is not present within 3- minutes after the time appointed for holding the meeting, the vice-president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
 - (4) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- 32 (1) The directors delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 33 A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to the chair of the meeting.
- 34 The members of a committee may meet and adjourn as they think proper.
- 35 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
- 36 A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex, cable or other text communication, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn.
- (a) a notice of meeting of directors is not required to be sent to that director, and
 - (b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.

37 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.

(2) In case of a tie vote, the chairman shall have a second or casting vote.

38 A resolution proposed at a meeting of directors or committee of directors must be seconded, and the chair of a meeting may move or propose a resolution.

39 A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

PART 7 – DUTIES OF OFFICERS

40 (1) The president presides at all meetings of the Society and of the directors.

(2) The president is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.

41 The vice-president must carry out the duties of the president during the president's absence.

42 The secretary must do the following:

- (a) conduct the correspondence of the Society;
- (b) issue notices of meetings of the Society and directors;
- (c) keep minutes of all meetings of the Society and directors;
- (d) have custody of all records and documents of the Society except those required to be kept by the treasurer;
- (e) have custody of the common seal of the Society;
- (f) maintain the register of members.

43 The treasurer must

- (a) keep the financial records, including books of account, necessary to comply with the Society Act, and
- (b) render financial statements to the directors, members and others when required.

44 (1) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.

(2) If a secretary treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under bylaw 25(2).

45 In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

PART 8 – SEAL

- 46 The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
- 47 The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

PART 9 – BORROWING

- 48 In order to carry out the purposes of the Society, the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
- 49 A debenture must not be issued without the authorization of a special resolution.
- 50 The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

PART 10 – AUDITOR

- 51 This part applies only if the Society is required or has resolved to have an auditor.
- 52 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 53 At each annual general meeting, the Society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 54 An auditor may be removed by ordinary resolution.
- 55 An auditor must be promptly informed in writing of the auditor's appointment or removal.
- 56 A director or employee of the Society must not be its auditor.
- 57 The auditor may attend general meetings.

PART 11 – NOTICES OF MEMBERS

- 58 A notice given to a member shall be in writing and may be given personally, or by regular mail, fax, or e-mail to the address provided to the Society by the member.
- 59 A notice sent by regular mail is deemed to have been given on the eighth day following the day it is posted in either a Canada Post or US Mail receptacle. A notice sent by fax or e-mail shall be deemed to have been given on the day the notice was sent.
- 60 (1) Notice of a general meeting must be given to each member, shown on the register of members on the day notice is given, at least 14 days prior to the meeting.
- (2) No other person is entitled to receive a notice of a general meeting.

PART 12 – BYLAWS

- 61 On being admitted to membership, each member is entitled to, and the Society must give the member without charge, a copy of the constitution and bylaws of the Society.
- 62 (1) These bylaws must not be altered or added to except by special resolution.
- (2) A special resolution may be passed either at a general meeting of the Society or by regular mail ballot as the directors shall determine.
- (3) In the event a mail ballot is used, ballots shall be mailed to every member by regular mail, not less than sixty (60) days prior to the date set for voting on the amendments.
- (4) In order to be valid, the ballots must be received by the returning officer designated in the ballot, not less than fifteen (15) days before the date set for voting on the amendments.
- 63 For the purposes of the Pacific Northwest Region, National Model Railroad Association bylaws, the president of the Society will be the Superintendent.

APPENDIC C: PNR Contest Regulations

PNR Contest Regulations and Procedures Contest Department-General Guidelines

A. It is the intent of the following pages to list, clarify and define the contests authorized by the PNR/NMRA Contest Department of the Pacific Northwest Region of National Model Railroad Association.

B. Contests

1. Model Contest
2. Locomotive Performance Contest
3. Switching Contest
4. Photo Contest
5. Pass Contest
6. Arts & Crafts Contest
7. Special Awards

C. General Information

1. Any member of the NMRA, in good standing, is eligible to compete, except those persons engaged in the business of the contest entered (I.E. Commercial Model Builder is not eligible for the model contest, professional photographer is not eligible for the photo contest). Commercially built models and commercial photos are not eligible to be entered. Only models, or portions thereof, which are the product of the owner/builder, will be considered by the judges.
2. Neither the PNR nor the Host Convention Committee assumes responsibility in the event of loss or damage to a model beyond the insurance carried by the PNR. Reasonable protection will be provided for entries.
3. Each entry must be accompanied by the official entry form, properly filled out and signed by the entrant. Each entry by proxy must be authenticated by the owner/builder with the owner's valid NMRA membership number.
4. There will be no restrictions on the number of models entered by a single entrant, nor any entry fee.
5. Any category in the contest having less than two entries shall be considered for award, if in the judgment of the Contest General Director, the model is worthy of consideration.

6. A locomotive may be entered in a Model Contest category or a Locomotive Performance category or both. An award won in either contest will not preclude an award or future entry in the other.
7. The Contest General Director will select Judges for the contests.
8. The Contest General Director shall establish the contest and award presentation schedules in conjunction with the Host Convention Committee.
9. Entries that have won a first place in any prior PNR or National Contest cannot be entered in the same contest category.
10. Any entry, which in the opinion of the Contest General Director is considered to be of questionable taste, will be judged in the appropriate category but may be held from display in the contest area.
11. Contest entries shall be judged in the contest room and in other Convention facility locations, such as the Train Show facilities, as may be necessary to permit all members the opportunity to enter the contest of their choice.
12. The Contest General Director shall have final authority to determine category eligibility in all contests.
13. The Contest General Director will provide the scores for all entries including a list of the winners to the Host Convention Committee and the Achievement Program General Manager.
14. The Contest General Director shall furnish the Switchlist Editor with a list of winners. The Switchlist Editor will publish all contest winners in the Switchlist.
15. The awards will be presented at the awards program under the direction of the Contest General Director.
16. The winners shall be designated in the contest room after the awards presentation.
17. Any request for re-evaluation should be made before the awards presentation. As none will be made after the presentations.

SECTION 1. Model Contest Guidelines

A. Entry Instructions

1. Complete the entry form, including name and address, NMRA/PNR membership numbers, scale, category(s) entered and model identification.
2. Complete judge's score sheet including detailed information in each factor box describing the model. Supplemental information to verify or identify factors may be submitted with the entry form. The judges are under no obligation to consult the supplemental information.
3. Submit completed entry forms and your claim forms for each model entered.
4. The claim check must be presented to obtain the model after the contest.

B. All scales will be combined in the various categories. There will be no divisions of category based on the scale of the model.

C. Categories

1. Steam Locomotives—Types of locomotives representative of steam power.
2. Diesel Locomotives & Others—all locomotives except steam types and passenger revenue carrying types.
3. Passenger Cars—all types of passenger revenue carrying equipment, including RDC, rail buses, observation, mail and baggage.
4. Freight Cars—all types of freight revenue carrying, including express reefers.
5. Cabooses—all types, including bobbers, drovers, transfers, etc.
6. Non-Revenue—Right of way and track maintenance vehicles, rail and inspection cars, railroad cranes and others not considered directly involved in revenue service. This includes track controlling devices including turnouts, crossings, etc.
7. Structures On-Line and Off-Line—On Line structures are considered to be those normally owned by the railroad, or having rail loading/unloading facilities on the right of way. Off-Line structures are those not needing direct rail accesses.
8. Displays On-Line and Off-Line—Model or models which include supplemental scenery not pertinent to the function of the model or primary structure. On Line and Off Line definitions are the same as for Structures.

9. Traction—all equipment associated with urban, suburban and interurban rail-ways, electrically powered. All non-powered traction models will be considered passenger cars.
10. Module, Individual and Group—A group of models including supplemental scen-ery and track work which is designated to attach to and operate in conjunction with other similar units or layouts.

D. Additional Regulations

1. Models entered in Steam Locomotives and Diesel Locomotives & Other must be powered. In the case of multiple hookups such as A&B diesels, at least one of the models must be powered.
2. Additional categories, both judged and popular vote, not directly associated with the above categories, shall be added at the discretion of the Contest General Di-rector.

E. Judging

1. Chief Judge—shall serve to clarify points of question for crew chiefs and techni-cal judges and verify scores.
2. Crew Chief—each judging factor shall be lead by a crew chief. The crew chief will lead the team of technical judges and have final determination of score based on the scores of the technical judges on the team.
3. Judging Factors—Model factors shall be judged in accordance with current Achievement Program Guidelines. (See G-8 below)

F. Awards

1. Plaques shall be awarded for first place. Ribbons shall be awarded second and third place and honorable mention.
2. Merit Awards will be awarded to those models attaining 87.5 points or greater.
3. Certificates of Participation shall be awarded to all entries.
4. The PNR Contest Department shall provide awards, except any special contest and the Best of Show Award. Awards, which are provided by the host commit-tee, In agreement with the PNR Contest General Director.

G. Forms

1. Model Contest Judging Guidelines – Use NMRA Judging Guidelines for Motive Power, cars and structures

Construction (0 – 40 Points) 1 June 1999 (including matrix)
Detail (0 - 20 Points) 1 July 2000 (including matrix)
Conformity (0 – 25 Points) 1 June 1999 (including matrix)
Finish & Lettering (0 – 25 Points) (including matrix)
Scratchbuilding (0 – 15 Points) (including matrix)

2. Contest Rules/Guidelines

- a. Locomotive performance contest Guidelines – Section 2 (below)
- b. Switching Contest Guideline – Section 3 (below)
- c. Photo Contest Guidelines – Section 4 (below)
- d. Pass Contest Guidelines – Section 5 (below)
- e. Arts & Crafts contest Guidelines – Section 6 (below)
- f. Special Theme contest guidelines – Section 7 (below)

3. Model Contest Entry Form, (Form PNR Contest - 1)
4. Model Contest Judges Score Sheet, (Form PNR Contest - 2)
5. Model Contest Log (Form PNR Contest - 3)
6. Photo Contest Entry Form (Form PNR Contest – 4)
7. Photo Contest Log (Form PNR Contest – 5)

SECTION 2.Locomotive Performance Contest Guidelines

A. General

1. This contest is intended to promote the development of locomotive models, which will pull substantial loads smoothly, without overheating and will run at realistic scale speeds.
2. An inclined track test fixture will be used so that performance measurements can be made with the locomotive at operating speed.
3. Points are awarded for overall efficiency (adjusted for model scale), for adherence to prototype slow and maximum safe speeds and for general fidelity to prototype locomotive performance configuration and features.

4. Classes are used to accommodate three general levels of model performance capability.
5. A Locomotive Performance Contest Director shall be appointed by the Contest General Director to be responsible for all phases of the contest.
6. The Contest General Director shall have the power to revise the rules and test equipment as future requirements may dictate.

B. Rules

1. Locomotives in all scales will be placed in three classes.
 - A. Diesel and Other locomotives.
 - B. Steam Locomotives
 - C. Special Motor—model locomotives, of all types, which use instrument, servo or other special motors with a normal efficiency above 65%.
2. Locomotives will be run at an inclined track slope, or load representative of the model type capability.
 - A. Diesel and Other— 14% slope
 - B. Steam used in freight service— 10% slope
 - C. Steam used in passenger service—8% slope. Steam locomotives commonly used for both freight and passenger service may be run at 8% or 10% slope.
 - D. Traction— 7.5%
3. Driver tires may be made of metallic, elastomeric or plastic materials.
4. Headlights or other lights are not required to be operating in this contest.
5. The inclined track fixture shall have a 4-foot hypotenuse for slope height measuring purposes and the timing section shall be 2 feet long.
6. The inclined track fixture shall have a straight acceleration section with a minimum length of 7 feet to the start of the timing section and a deceleration section with a minimum of 5 feet from the end of the timing section to a padded stop.

7. The test fixture power supply shall deliver filtered, rectified, DC to the rails. A transistorized throttle shall control the voltage and the transformer and rectifier shall be rated at 10 amperes, minimum capacity.
8. The test fixture timer shall consist of a digital clock, graduated in hundredths of a second, controlled by infrared detectors at the ends of the timing section.
9. All locomotives are awarded points for an Efficiency Index consisting of the computed overall efficiency, at 12 volts, multiplied by a Scale Factor.
10. All locomotives are graded against a prototype slow speed of 3 MPH. A maximum of 10 points will be awarded, with a penalty only for a speed over 3 SMPH. (scale miles per hour)
11. All diesel and other locomotives are graded for fast speed, at 12 volts, against the published maximum safe speed for the prototype or locomotive type. Models of diesel and other locomotives, which have been re-gearred, may be graded against the new high-speed value. A maximum of 10 points will be awarded.
12. All rod type steam locomotives are graded for fast speed, at 12 volts and no load, against a prototype fast speed derived by multiplying the prototype driver diameter, in inches, by 1.1. All geared type steam locomotives may be graded against a prototype fast speed derived by multiplying the prototype driver diameter, in inches, by 1.1 or .55 at the option of the contestant. A maximum of 10 points will be awarded.
13. Appearance grading is used to penalize those locomotives, which have been obviously altered or constructed so as to gain unfair advantage during the efficiency test. Finishing details and other aesthetics are not to be used for this contest. A maximum of 5 points will be subtracted for an undersized tender, missing side rods or valve gear, missing leading or trailing trucks, unrealistic bulges in the superstructure, no superstructure, no tender or tender body, unrealistic chassis or superstructure, oversized drivers, exposed weights, or other distortions of good prototypical appearance features.
14. Free lance locomotives may compete in this contest if all rules are complied with and the entrant and Locomotive Performance Contest Director agree on a reasonable figure for the high speed criteria and other factors necessary to the classification and scoring of the locomotive.
15. A protest by the entrant to a ruling by the Locomotive Performance Contest Director must be clearly defined by the entrant so that the Contest General Director can make a final ruling within a reasonable length of time before the awards are made.

C. Scoring Form

Prior to testing, the entrant will assist the judges in entering pertinent data, regarding the locomotive entered, on the Locomotive Performance Score Sheet (Form # PNR C 10) Mutual agreement shall be reached on the classification of the locomotive and the fast speed criteria before testing may proceed.

D. Recording and Scoring

The Locomotive Performance Contest Director shall record the test data and compute the scores for the purpose of declaring the winning places in each class.

E. Scoring Ties

Scoring ties which affect the first three places in the final standings in each class shall be settled by a rerun of the Efficiency Index test by each involved locomotive at the slope equal to 1% greater than the assigned contest slope. The values of the new Efficiency Index, along with the scale speeds and appearance scores previously recorded will be used to determine the winner.

F. Awards

A plaque shall be awarded for first place, with ribbons for second and third in each class and the Locomotive Biathlon as determined by the values of the total scores.

G. Locomotive Biathlon

This contest is designed to award the best of both the Model Contest category and the Locomotive Performance Contest. Scoring will be determined by adding 28% of the points scored in the Model Contest and the actual score of the Locomotive Performance Contest.

SECTION 3. Switching Contest Guidelines

A. General

1. This contest, unlike the others described in these documents, is an optional contest at the agreement of the Contest General Director and the Convention Host Committee.
2. The Convention Host Committee will provide a switching layout of their design and will be responsible for the manpower to operate it. Points should be based on the number of moves taken to complete the required tasks in an established time limit.
3. Any member of the NMRA, in good standing, is eligible to compete.

B. Scoring and Awards

1. Scores of entrants shall be reported to the Contest General Director.
2. Plaques shall be presented for first place, with ribbons for second and third places.

SECTION 4. Photo Contest Guidelines

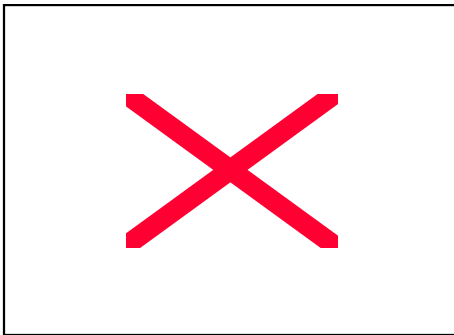
A. Categories

- (A) Model-Black & White Print
- (B) Model-Color Print
- (C) Model-Slides
- (D) Prototype-Black & White Print
- (E) Prototype-Color Print
- (F) Prototype-Slides
- (X) Display Only - Not to be judged

B. Rules for Entry

1. Entrant must be an NMRA member in good standing.
2. Entries must be entered by the member or authorized proxy. Entries must be claimed by the member or proxy at the scheduled time for removal of entries.
3. The entrant must complete an entry form. The form must be completed as accurately as possible including name, NMRA number, category, and photo identification. Any reservations on reproduction rights should be disclosed on the entry form by the entrant.
4. Each member may submit up to ten (10) entries with a maximum of five (5) entries in one category.
5. Prints must be mounted on flat, rigid board or matted with similar material - no folders or glass frames allowed. Photo and mount may not exceed 12" x 16" (30cm x 40cm) in size. Minimum mount size is 8" x 10" (20cm x 25cm) and minimum print size is 5" x 7" (13cm x 18cm).
6. Slides must be in standard 2" by 2" (5cm x 5cm) mounts, and should be marked on the lower left-hand edge as the slide is viewed. With a low gum label, so it may be removed easily (See figure 1). This puts the mark on the top outside edge when the slide is correctly oriented and loaded in a carousel for projection.

7. Prints must have the entrant's name on the back; slides on the mount. Prints may be titled on the front. Prints with the entrant's name on the front will not be accepted.
8. Exposure of the original slide or negative must have been made by the entrant. The exposure shall not have won a First Place Award in any previous PNR/NMRA National Convention Photo Contest.
9. Any person who derives more than 50% of income from photography is excluded from entering the contest.



10. Identification Label

As entries are taken, a small label will be affixed to each, as shown on the slide in Figure 1. This label will be placed in the lower right-hand corner on the back of all print entries. The label is printed on self-adhesive, peel-off material. It identifies the Convention and year, with space for the entry number and category identification.

11. Orientation Mark

By marking the slide with a small black mark on the lower left edge as you view the image, the slide will then be correctly oriented for projection when loaded in a carousel with the marks placed toward the outside edge.

C. Judging Procedures

1. General Contest Director will select a panel of at least three judges. Judges should ideally, have both some ability in judging photographic techniques and an appreciation of the aims of model railroading. If there are a great many entries, it may be advisable to select a separate team of judges for the slides, which should be projected for proper judging.
2. Experience has indicated that the judging is best done on a group basis with the objective of eliminating the "also-rans" early. The following judging system has been used in competitive camera club settings for many years.
3. View all the entries in a category one at a time to get an overview of the field. There should be no commentary at this point. The entries are viewed again, and each judge indicates whether the entry should stay or be eliminated. During this run-through, a positive vote from any one of the judges will keep the entry in the running.

Any entry receiving no votes is set aside. During the third run-through, it requires two positive responses to keep an entry; those failing are removed and set aside. If the field is still large, perform another run-through. Three judges are now required to give assent, although by this time there are usually no more than a dozen entries left. The purpose of this process is to narrow the field rather than to pick winners, thus it is advisable that little or no commentary should be made until the next step.

4. With only ten or twelve entries left, the judges now have a reasonably small field to select from. At this point considerable discussion is needed and encouraged as the judges compare the entries. Prints may be arranged on the table in order of finish, and moved about as the judges seek a consensus. Entries removed earlier may always be brought back for further consideration, but it should be noted that this method will generally produce the same final ten entries or so from more than a hundred choices, no matter which team of judges is used. Different teams of judges may likely produce different winners from these finalists, however. This is not surprising, as we are dealing with a subjective medium.

5. As was stated, it is easiest to have a fourth person, the Photo Contest Director for example, handle the entries, freeing the judges from dealing with loading and unloading a carousel or handling a stack of prints.

6. After all the categories have been judged, the judges must select a Best of Show from among the First Place winners. The Best of Show will be removed from that category for consideration of first, second and third.

D. Judging Factors

As stated above, and as is evident to the experienced observer, photo contests are much more subjective than the model contest. A prize-winning photograph is often more a matter of art and luck than execution of technique. Certainly, the photographer is faced with more things that are beyond his control than the model builder, at least where the prototype categories are concerned. Notwithstanding this subjectivity, there are some judging factors that are brought to bear by the experienced judge. These will be given appropriate, albeit intuitive, weighting as the judges come to their consensus.

1. **IMPACT:** This is best explained by the "I wish I'd taken that picture" reaction. Given a choice, action is preferable to static scene; rare or unusual equipment is more interesting than the ordinary. In model photography, the choice of the model will contribute to the impact of the picture. Other questions arise in model photography: Does the photograph reveal obvious, distracting modeling flaws, or has the photographer apparently taken pains to be sure that all of the elements shown work together to produce a pleasing result? When the environment is exceptional, or the viewpoint makes the ordinary extraordinary, full credit should be given for the contribution the photographer's sensitivity brought to the subject.

2. **COMPOSITION:** The arrangement of the forms within the photo should be pleasing to the eye. How well did the photographer use the available space within his format? Did he or she follow the guidelines taught in art and photography classes? If the rules are broken, did the result justify that decision?

3. **ARTISTIC APPROACH:** This subjective area is where a strongly graphic or symbolic composition may move one judge and a "typical calendar shot" may be more moving to another. One tends to evaluate artistic and aesthetic qualities on the basis of one's own experience. What moves us and the degree we are impressed will change as we are exposed to more and better images. A judge should not start out looking for a special kind of artistry -to do so would be imposing personal values, sensibilities, or preconceptions without giving the entries a chance to speak for themselves.

4. **LIGHTING:** In photography, "Light is law." It is the only thing that makes it possible to expose film. Skillfully handled, the result can be a work of art; badly handled, the result is a total failure or a snapshot at best. A picture made with on-camera flash and no other light would be a snapshot. The photographer should be given full credit for use of multiple flash, supplemental reflectors, or a well developed room lighting system, depending on the quality of the execution. Natural sunlight is superior to flash systems, but even it can be badly handled. The best execution of any limiting system in model photography is one that produces a realistic, natural appearance, without multiple shadows (there can be only one sun!), with accurate color, and without excessively harsh contrast and black holes devoid of details.

5. **EXPOSURE:** If a print appears washed out, or shadow details are obliterated, it is obvious the negative was improperly exposed. If a slide is too dark, it is underexposed; if bleached out, overexposed. However, the judges may decide that an unusual exposure was skillfully handled to achieve a desired mood or dramatic effect.

6. **FOCUS:** Model photographers should strive to maximize the appearance of sharpness throughout the photo to achieve realistic results. Generally, "selective focus" is not desirable in model or prototype photos, since it produces fuzzy areas that are distracting; but there are always exceptions, and the judges must determine whether the photographer achieved his or her goal or not.

7. **DIFFICULTY:** In prototype shots, this relates to motion, lighting conditions (including weather), selection of an appropriate viewpoint, inherent danger and the knowledge of special techniques and equipment. Night photography, for instance, is considerably more difficult than shooting an idle locomotive with the sun over your left shoulder. Model photography involves a different set of technical skills for close-up work while maintaining adequate depth-of-field. Lighting models adequately can be difficult and complex as well.

Since a model may be photographed many times with different settings, there is little reason to see poorly lit photos of model scenes. A prototype may be available only once.

8. SPECIAL EFFECTS: This would apply to deliberate blurring or panning to accentuate motion, long exposures at night to create light streaks, multiple exposures, shooting through smoke or fog, using filters, print toning, or any other special effects limited only by the photographer's imagination. In model photos, special effects include smoke and steam simulation, fog, panning and wheel spinning, harsh weather conditions, and more. The final evaluation should be, as always, a response to how well the effect achieved the desired result: did it work, and is the result pleasing or evocative enough to have made the effort worthwhile?

9. TECHNIQUE: Is the color pleasing, correct, or believable? Color saturation should also be evaluated. To some extent this is influenced by the quality of processing; however, whether the result is acceptable or not is a judgment for which the photographer is responsible. An unsatisfactory processing job may be redone. Black and white is more often controlled by the photographer, because more of them process their own black and white than do their own color. Good blacks and mid-tones, clean whites, and careful contrast control are essential to all contest-quality black and white prints.

10. FINISH: Consider the impact of the presentation of the entry. Prints should not be streaked or blemished and should be bonded correctly to the mount, with carefully measured borders. Mounts and mats should be clean and neatly cut, lay flat, and not show excess mounting tissue or adhesive around the edges. Slides should be clean, free of fingerprints and scratches, and fixed firmly in their mounts that protect them from damage and hold the film flat. If a slide or print is not suitable for publication reproduction, it should not be considered for an award.

E. Awards

1. A plaque shall be given for First place. Ribbons shall be awarded for Second and Third Place in each category, together with as many Honorable Mention Certificates as are deemed necessary by the judges. The decision may be influenced by the size and quality of the field. Best of Show will be Awarded in both slides and prints to the entries judged so by the judges.

2. If there are fewer entries in a category than the number of awards to be given out (normally three), the Photo Contest Director should limit the number of awards to the number of entrants in that category.

3. If there is only one entrant in a category, the judges may award either a First or an Honorable Mention at their discretion.

4. A Convention may sponsor a special award on a given theme. All entries qualifying shall be judged in the regular contest then removed for the special judging. There should be no division beyond model or prototype for such a contest. Judging may be by the regular judges or the Convention Host Committee's own panel; this should be determined before the contest. Responsibility for any special contest rests with those sponsoring it, and arrangements must be made with the Contest General Director for judging and awards. All awards for these contests will be the responsibility of the host.

F. Administrative Matters

1. Prior to the event, the Photo Contest Director should confirm with the Host Committee that the space allocated for the Photo Contest is adequate. A projector, carousel, and screen should be arranged for in order to judge and show slides.

2. A number shall be assigned to all entries and a record kept of all entries to ensure that the entries are returned to their proper owners, a sticker bearing the year of the Convention, the entry number, category, and its placement in the judging will be affixed to every entry.

3. Prints should be displayed by category to the extent possible. An automatic slide projector, while desirable to display entries during the hours the contest room is open for viewing, is not required.

4. The editor should be given an opportunity to use any entries in the Switch-list; the editor is responsible for arrangements with the entrant for the return of this material.

5. Prints may be accepted for a non-judged display, which may include items not meeting the standards set in 2-E above.

6. Where possible, it is desirable for the Photo Contest Director to give a talk on the entries at some point after the judging and before the entries is picked up. This may be scheduled as a regular clinic. The entries will then be discussed and compared for the benefit of attendees, with various comments from the judges used to illustrate the outcome. Emphasize the subjectivity of the process. If this is not possible, the Photo Contest Director should be available for discussion during the pick-up period, to assist entrants in improving their work.

7. The Photo Contest Director is responsible for ensuring that the necessary supplies are on hand, although obviously, the Convention Host Committee will be relied on for aid in supplying necessary equipment and space.

SECTION 5. Pass Contest Guidelines

A. Administration

1. Two copies of the subject pass must be provided upon entry, if necessary, so that both sides of the pass can be displayed.
2. Entries may be by proxy. Mail entries may be accepted subject to the direction of the Contest General Director
3. Entries may be printed, hand lettered, typed, stamped or reproduced by other suitable means.
4. The entry may not have won a first place at a previous PNR or National Contest.
5. Entrant must be a NMRA member in good standing.

B. Judging and Awards

1. The Contest General Director shall select judges.
2. A plaque shall be given for First Place. With Ribbons for Second and Third Place. An Honorable Mention certificate can be awarded by the judges.

C. Scoring

1. Design and Appearance—Each factor shall be awarded 1 through 20 points on the Pass Contest Judges Score Sheet (Form # PNR P 1) Judging factors are:
 - A. Esthetic Appeal
 - B. Balance and Readability
 - C. Color Match and Attractiveness
 - D. Uniqueness of Design

SECTION 6. Arts & Crafts Contest Guidelines

- A. Eligibility—The Arts & Crafts Contest is open to anyone who is registered at a PNR Convention. Any kind of article may be entered provided it is the sole work of the entrant. Entry by proxy is not allowed.
- B. Categories

1. General Kit Built—commercially available kit. Includes plans/instructions and materials.
2. General Pattern—existing plans/instructions. Entrant acquires materials separately.
3. General Original—Entrants own design.
4. Railroadiana Kit Built—Same as General Kit Built except entry must have a railroad motif.
5. Railroadiana Pattern—Same as General Pattern except entry must have a railroad motif.
6. Railroadiana Original—Same as General Original except entry must have a railroad motif.
7. Needlework Kit Built—Same as General Kit Built except entry is type of needlework (I.E. Knitting, embroidery, needlepoint, etc.)
8. Needlework Pattern—Same as General Pattern except entry is type of needlework (I.E. Knitting, embroidery, needlepoint, etc.)
9. Needlework Original—Same as General Original except entry is type of needlework (I.E. Knitting, embroidery, needlepoint, etc.)

If there are less than 3 items in a category, that category may be combined with another category in order to make a contest, at the discretion of the Contest General Director.

C. Judging

1. Points are awarded in the following categories and listed on the Arts & Crafts Judges Score Sheet (Form #PNR NR-1)
 - A. Construction & Materials
 - B. Complexity
 - C. Finishing & Display
 - D. Neatness

D. Awards

1. Ribbons shall be awarded for first, second and third in each category.
2. The Contest Department will sponsor 3 additional awards.
 - A. Youth Award—awarded to an entrant 18 and under.
 - B. Best of Show—Awarded to entry considered Best of Show by the Contest Judges.
 - C. Theme Award—awarded to best entry depicting that year's theme. The theme is designated by the Arts & Crafts Contest Director.
3. If an item has previously won a first place or Best of Show at a previous PNR or National Contest it may not be entered again.

SECTION 7. Special Theme Contest Awards Guidelines

- A. Special Theme Contest awards are defined as contests among entries in the PNR Contest sponsored by the Convention Committee, individuals or organizations outside of the NMRA.
- B. Special Theme awards may be permitted at any PNR Convention.
- C. Special Theme Awards shall in no way interfere or conflict with the normal operation of regular contests.
- D. Special Theme awards shall consist of a plaque and/or some other form of non-monetary award. There shall be no cash awards.
- E. Sponsors of Special Theme Contests will furnish all awards and judging if necessary.
- F. All negotiations and arrangements by the sponsor will be directly with the Host Committee.
- G. Special Theme Awards will not be open to non-NMRA members with the exception of Arts and Crafts special awards, which are open to any registered person at a PNR Convention.
- H. Special Theme Awards need not conform to NMRA contest categories or NMRA judging procedures.

**Pacific Northwest Region
National Model Railroad Association**

Model Contest Entry Form

1. This entry form and the Judges Score Sheet must be filled out completely by the entrant.
2. Fully describe your entry in the space provided.
3. Models previously having placed in National or Regional contests are not eligible.
4. Supplemental information, including plans and photos, may accompany your entry.
5. Retain your claim check. It must be presented to the contest clerk to claim your model.
6. Models may not be removed from the contest room without the permission of the contest committee.
7. The contest committee reserves the right to display entries as they see fit.
8. Be sure to place a value on your entry for insurance purposes.
9. After filling out this Entry Form and the Judge's Score Sheet, return both to the clerk and receive the entry number for your Entry Form, Judge's Score Sheet, claim check, and model identification tag. Place the ID tag on your model. Place your entry where instructed with the Judge's Score Sheet beneath your entry.

Category entered

- Steam
- Diesel & Other Locomotives
- Passenger Cars
- Freight Cars
- Caboose
- Non-Revenue Cars
- Structures
- Displays
- Traction

Entry Number _____

Scale: O S HO N Z Other

Description of Entry

Number points scored _____

Verified BY _____ Value of entry (insurance purposes) \$ _____

I certify that this entry is entirely my own workmanship and hereby release PNR from any liability due to damage or loss of the entry beyond that provided in the NMRA-PNR insurance coverage.

Name _____ Age _____ NMRA # _____

Address _____

Signature _____ NMRA expiration date _____

PNR Model Contest Claim Check – Must be presented to pick up your entry

Entry Number _____

I hereby certify that the model entered by me in the model contest has been returned to me in satisfactory condition.

Signature _____ Date _____

**Pacific Northwest Region
National Model railroad Association
Model Contest Judge's Score Sheet**

Model Description _____ **Entry Number** _____

Instructions: Check all items that apply and briefly describe all work accomplished under each factor. Repeat information if required to obtain full credit in each section. Attach and refer to additional pages as needed. List all supplemental materials displayed with the model for judging, such as photos, plans, patterns, molds fixtures. Etc.

1. Construction: (Maximum 40 Points)

- | | |
|--|--|
| <input type="checkbox"/> Drew my own plans | <input type="checkbox"/> Followed a construction article |
| <input type="checkbox"/> Used prototype plans | <input type="checkbox"/> Cut and fit metal |
| <input type="checkbox"/> Used kit plans | <input type="checkbox"/> Cut and fit plastic |
| <input type="checkbox"/> Used commercial Plans | <input type="checkbox"/> Cut and fit wood |
| <input type="checkbox"/> Soldered | <input type="checkbox"/> Made patterns |

Points Given

- | |
|---|
| <input type="checkbox"/> Cut and fit cardstock |
| <input type="checkbox"/> Cut and fit glass |
| <input type="checkbox"/> Cross-kitted (kitbashed) |
| <input type="checkbox"/> Made molds |

Describe in detail how model was built:

2. Detail: (Maximum 20 Points)

Describe complexity, difficulty, refinement, amount of subordinate parts:

Points Given:

List Commercial parts used: _____

3. Conformity: (Maximum 25 Points)

Give information as to prototype modeled or explain logic of design:

Points Given

4. Finish & Lettering: (Maximum 25 Points)

- | | | |
|--|---|---|
| <input type="checkbox"/> Weathered | <input type="checkbox"/> Not weathered | <input type="checkbox"/> Sprayed |
| <input type="checkbox"/> Brushed | <input type="checkbox"/> Masked and sprayed | <input type="checkbox"/> Used decal lettering |
| <input type="checkbox"/> Used decal striping | <input type="checkbox"/> hand lettered | <input type="checkbox"/> Hand striped |
| <input type="checkbox"/> Other (explain) _____ | | |

Points Given

5. Scratch Building: (Maximum 15 Points)

List all parts you have fabricated. You will receive credit for these. Note any special or unusual features:

Points Given

Tabulated By: _____ Verified _____ **Final Score**

**Pacific Northwest Region
National Model Railroad Association**

PNR Photo Contest Entry

Name _____ NMRA # _____

Address _____

NMRA Expiration Date _____

Categories

Model Subjects

1. Black and white print
2. Color print
3. Slide

Prototype Subjects

4. Black and white print
5. Color print
6. Slide

List all entries below (maximum of 10 with no more than 5 per category)

Category #	Title or short description	Entry #

I declare that these photos were taken by me and have not won an award at an NMRA, PNR, or other regional convention Photo Contest. I hereby grant permission to publish any award winning entries in the official publications of the NMRA and PNR.

Signed _____ Date _____

Photo Claim Slip

This is to certify that I have received the following photos:

Entry # _____

Signature _____ Date _____

**PACIFIC Northwest region
National Model Railroad Association
Convention Handbook**

(To be inserted when approved)

PACIFIC Northwest region
National Model Railroad Association
President's Award
Rules and Regulations

Presidents Award and Selection Criteria

1. The Presidents' Award shall be presented annually to honor a member of the PNR who has, through signal service to the hobby of model railroading, made the most significant contribution to the benefit and betterment of PNR for at least the twelve (12) months prior to close of nominations.
2. The award shall be a properly engraved trophy/plaque suitable to the level of recognition of the award. The President's Award trophy/plaque will be provided by PNR or may be donated by another sponsoring activity.
3. The President's Award is an individual Award and will be retained by the individual to whom it is awarded.

The President's Award Program (PAP) Chairperson

1. The President's Award Program (PAP) Chairperson is appointed by the PNR President, subject to confirmation by the BOD. The PAP Chairperson shall be directly responsible to the President and shall report to the President for completion of all assigned responsibilities and duties.
2. The PAP Chairperson shall be a non-voting member of the Board of Directors.
3. Although the appointed PAP Chairperson shall serve at the pleasure of the President, in order to maintain the desired continuity of the PAP, it is the intent of these Rules and Regulations that the PAP Chairperson shall continue to serve so long as he or she desires or until removed for cause.
4. The PAP Chairperson shall be responsible for generation of appropriate publicity to acquaint all members of the PNR concerning the President's Award Program. This may be accomplished by supplying articles to the official publication of the PNR and by effecting publicity by other means, as may be appropriate.

President's Award Nominations

1. All nominees and nominators shall be members in good standing of NMRA and resident members of PNR. The PAP Chairperson shall be responsible to confirm the eligibility of the nominees with the PNR Office Manager and to notify the nominator should the nominee be ineligible.

2. Standard nominating forms shall be used. The forms shall be prepared and distributed by the PAP Chairperson to all PNR officers and Division Superintendents annually and made available to members of the PNR upon their request. The format of the forms shall be subject to the approval of the President. Nominations submitted in any other form shall not be acceptable and shall be returned to the nominator by the PAP Chairperson with an explanation of the reason for rejection.

3. Nominations shall be submitted to the PAP Chairperson at the address advertised by the PAP Chairperson. Applications may be submitted at any time following the termination of one annual PNR convention until sixty (60) full days prior to the advertised commencement date of the subsequent annual PNR convention, to be eligible for consideration for the Award to be presented at that convention. The PAP Chairperson shall publish the nomination close date at least six months in advance of that date.

4. Nominations received throughout the year shall be eligible for consideration. Any nomination received after the submission cutoff date shall be considered in the next selection year.

5. The PAP Chairperson may afford one day of grace providing the normal cutoff date for submission falls on a legal Canadian or United States holiday.

6. All nominations shall be received by the PAP Chairperson only and shall be maintained in strict confidentiality. The disclosure of nominee names in correspondence (especially emails) is considered a serious breach of the confidentiality of nominee identification.

7. Nominations shall be clearly hand-written or typed. Legibility is essential. Each nomination shall be signed and dated by the nominator who shall also be required to provide his/her postal address, street address, current NMRA membership number, and membership expiration date. The PAP Chairperson shall have the responsibility for obtaining the nominee's current NMRA membership number and membership expiration date from the PNR Office Manager.

8. Only one copy of the nomination is required to be submitted to the PAP Chairperson. Should the PAP Chairperson require additional copies, the PAP Chairperson shall make those copies and control their use and distribution. All copies of the nomination forms, including any made by the PAP Chairperson, will be destroyed on completion of the annual selection process.

9. Completed Nomination forms will be transmitted either by US/Canadian postal service or by hand. Completed nominations will not be transmitted by email or other electronic means.

10. The PAP Chairperson may not enter nominations for the Award.

11. No individual, having received the honor of the President's Award shall be eligible for nomination for the Award a second or subsequent time until the expiration of three (3) full calendar years from the date of receiving the previous Award.

12. It shall be the responsibility of each Division Superintendent of PNR to ensure that at least one (1) nomination is submitted for a PNR member resident within the Division not later than 1 April of each award year. The PAP Chairperson shall notify the Division Superintendent, as soon as practicable after confirmation of receipt of a valid nomination from the Division. The identity of the nominee shall not be revealed.

Selection

1. The President PNR and Vice President PNR shall jointly make the selection of the individual to receive the President's Award.

2. The President and Vice President may, at their discretion, jointly interview the nominees and/or nominators. However, if interviews are conducted, all individuals in either category must be interviewed and all interviews must cover similar subject matter. A written record of questions asked and answered for each interview will become a part of the selection record. The conduct of interviews is not encouraged and should be undertaken only as a last resort.

3. The PAP Chairperson or President, as appropriate, shall be advised of the identity of the person selected to allow preparation of the Award Trophy and other presentation details as may be necessary. The requirement of confidentiality is to avoid any embarrassment to any of the nominees and to provide the desired element of surprise at the presentation.

President's Award Presentation

1. The President's Award shall be presented at the annual PNR convention immediately following the close of nominations, either during the banquet or during an appropriate function at which maximum attendance can be expected. The award recipient from the previous year shall be afforded the courtesy of making the presentation. In the event that no recipient of the Award is available to make the presentation, then either the President or the PAP Chairperson shall make the presentation.

2. The PAP Chairperson shall make all arrangements concerning the Award Trophy/plaque and to obtain the completed trophy/plaque in sufficient time to have the trophy ready for scheduled Presentation. The Trophy/plaque will include the engraved name of the individual being honored.

**PACIFIC NORTHWEST REGION - NMRA
PNR PRESIDENT'S AWARD NOMINATION**

Nomination for the year of _____

Part One: Nominator Information

Nominated by: _____

NMRA# _____ Expiration Date _____

Address: _____

City: _____ St/Prov _____ Zip _____

Signature: _____ Date _____

Phone: Day _____ Evening _____

e-mail: _____

Part Two: Nominee Information

I hereby nominate:

Name: _____

Address: _____

City: _____ ST/Prov _____ Zip _____

NMRA# _____ Expiration Date _____

Part Three: Information in support of the Nomination

The Award is primarily based on information and documentation provided on and with this form. Be brief and concise. Attach a separate sheet numbered to correspond with this Nomination form if more room is needed to adequately respond. Document as many of the following points as apply to this Nominee:

1. NMRA National Service

Nominee Name _____

2. PNR Regional Service

3. Divisional Service

4. Club Participation

5. Membership recruitment, retention and service efforts

6. Public support of the hobby

Page 2 of _____

Nominee Name _____

7. Creative contribution to the National Association, Region, or Division

8. Other significant contributions in support of the hobby, especially to PNR-NMRA

9. General comments in support of the nomination

10. What motivates you to make this nomination?

INSTRUCTIONS FOR USE OF CANDIDATE NOMINATION FORM -- PNR PRESIDENT'S AWARD

Nominees and nominators are required to be members in good standing of the National Model Railroad Association, Inc. and of the Pacific Northwest Region of that Association.

Nominations may be submitted only on this form. Only one copy is required to be submitted. More space than provided may be needed to detail the qualifications of a candidate. Commence on the form under "Information in support of the Nomination" and continue on as many supplementary sheets of paper as necessary, writing clearly or typing only on one side of each sheet. Number each sheet used in addition to this form, commencing with "4 of ____" and proceeding in numerical sequence, placing the numeral and the name of the candidate in the upper right hand corner of each sheet. Secure sheets in proper sequence to this form.

Because selection will be based entirely on information recorded on this form and attached sheets (and other items specified by the following instructions), with interview of the nominee and nominator as may appear necessary, it is important that the qualifications of the nominee be submitted in detail. If the nominator should consider that references to publications, documents, and similar items, are helpful to support the nomination, he is required to list them on this form, and to submit them or obvious copies (such as produced by Xerox-type copying machine) with this form, each marked for ready reference.

In preparing the qualifications of a candidate, consider that all details must support his services to the hobby of model railroading and through such to the benefit of the PNR, during a period of at least the twelve (12) months prior to the date of the closing of nominations (see following paragraph). Participation in activities that were pertinent to the nominee's own personal interests or advantages and not resultant in general benefit to the PNR, cannot be considered by the Selection Committee.

CLOSING OF NOMINATIONS - Nominations must be received by the PAP Chairperson no later than sixty (60) full days before the advertised commencement of the annual PNR Convention of the year in which the nominations are submitted. This arrangement is necessary in order to allow sufficient time for the selection process and to prepare the trophy with suitable engravings so that it may be in readiness for presentation to the honoree at the PNR Convention immediately following the close of nominations. To determine the exact date nominations close, count back sixty (60) full days from the advertised commencement date of the annual PNR convention; as example, if the convention were advertised to commence on August first nominations would close at midnight May 20. Dates will, of course, vary from year to year. In the event that the closing date of nominations should fall on a legal holiday in either the United States or Canada, one day of grace will be allowed for submitting nominations.

Selection Process

On close of nominations, the President's Award Program Chairperson will advise President and Vice president PNR, of the nominations and forward to them the nomination packages, The President and Vice President will jointly make the selection of the individual to receive the award. The selection will be based on the materials provided in the nomination package. The president and Vice president may conduct joint interviews of nominees and /or nominators, as set forth in the PAP guidelines. The name of the nominee selected to receive the Award is kept in strict secrecy until presentation of the trophy at the annual PNR convention, Names of nominees who did not qualify are also treated with complete secrecy. The requirement of secrecy is, obviously, to avoid embarrassment of all nominees involved.

MAIL OR DELIVER NOMINATIONS TO:

PNR President's Award Chairperson
Name, Address listed in PNR Switchlist