

**BREMERTON
NORTHERN
MODEL RAILROAD**

House Rules

Adopted June 1, 2023

BREMERTON NORTHERN MODEL RAILROAD HOUSE RULES

These House Rules are provided to permit the proper execution of the provisions of the By-Laws and to support the normal operation of BNMR to achieve its stated mission.

Section 1 NAME, PURPOSE, AND GENERAL RULES

NAME. The Bremerton Northern Model Railroad is the formal and official name of the corporation established under the laws of the State of Washington. The corporation is also referred to as “the Corporation”, and BNMR in various corporate and corporation related documents.

Note: While BNMR currently operates under the fiscal constraints of Section 501C(7) Internal Revenue Code, the corporation intends to seek status under Section 501C(3). For that reason, the purpose of the club and general operations thereof shall be consistent with the requirements of Section 501C(3).

LAYOUT NAMES. BNMR includes several model railroad layouts of different scales or purposes.

HO Scale Layout identified as Kitsap Western Railroad

N Scale Layout identified as Bremerton, Bangor, Poulsbo, and Shelton Railroad (BBP&S)

S Scale Layout identified as American Flyer

HO Stand-Alone layout identified as Young Engineers layout

Lionel Layout identified as Lionel Layout

European Layout identified as Marklin Layout

Functioning and Non-functioning layout for Display Only purposes are referred to collectively as Display Layouts

PURPOSE. Because the primary purpose of BNMR is education, activities and events shall be directed toward support of that purpose. Public events, such as open houses shall be intended for the education of public visitors. Internal activities such as operating

sessions, clinics, and work sessions shall be directed toward the education of the individual members and the club in general.

Section II OFFICERS

PRESIDENT. The President is the Chief Executive of the Corporation. The President in conjunction with the Executive Committee will exercise general control of and management of its affairs, subject to the approval of the Board of Directors. The President shall preside at all meetings of the Board of Directors and at all meetings of the Corporation.

VICE-PRESIDENT. The Vice President shall, in the functional absence of the President, or upon his/her inability to discharge the duties of the office, or in the event that the office of the President should become vacant, assume the duties of the President.

a. The Vice-President shall be responsible for appointing and providing oversight to Division Superintendents in the performance of their responsibilities.

b. The Vice-President shall carry out such other duties as the Board of Directors may direct.

SECRETARY. The Secretary shall keep the minutes of all meetings of the Corporation and post or mail notices of all Board of Directors meetings and special meetings.

a. The Secretary shall notify applicants of acceptance into membership

b. The Secretary shall carry on all correspondence not otherwise delegated.

c. The Secretary shall maintain current the official copies of the Corporation By-Laws and House Rules.

TREASURER. The Treasurer shall be responsible for receiving all revenues and paying all expenses properly incurred by the corporation.

a. Create and maintain all such financial records as may be required by United States Internal Revenue Code and the State of Washington.

b. Prepare an annual budget for the consideration and approval by the Board of Directors. A sample budget form is provided in Appendix 1, part 2.

c. Provide statements of accounts at the meetings of the Board of Director's, at regular monthly meetings, and when requested by the Board of Directors.

d. Submit forms and fees as required by the Internal Revenue Service and the State of Washington.

e. Make such reimbursements to members for expenditures in support of the club, layouts, or other necessary needs as set forth in policy and properly approved

f. Unless specifically designated otherwise by the Board of Directors, the Treasurer shall serve as the Statutory Authority for the corporation in the state of Washington.

g. On turnover of Treasurer Responsibilities, or at the conclusion of the fiscal year (odd years), as may be appropriate, a fiscal review of BNMR accounts shall be conducted.

The review team shall include the Treasurer, incoming Treasurer (as appropriate), and two members. The review team shall be appointed by the President and report its findings to the corporation.

Section III BOARD OF DIRECTORS

a. The Board of Directors shall consist of the President, Vice President, Treasurer, Secretary, and the elected Directors

b. The Board of Directors shall pass on all matters of corporation policy and finance except that House Rules, unless specifically provided otherwise, shall be under the purview of the membership.

c. The Board of Directors shall set fees, and special assessments, except that establishment of the membership Operating Fees and assessments shall require approval of the membership.

Section IV RESPONSIBILITY AND AUTHORITY

Qualifications for Office

Any member in good standing and eligible to serve as an officer, by nature of membership, shall be considered qualified for office by demonstration of understanding of these By-Laws and the House Rules, a basic understanding of the applicable sections of Robert's Rules of Order (Newly Revised), and the specific skills or knowledge necessary to complete the duties of the office.

Signature Authority

Unless specifically determined otherwise by the Board of Directors or otherwise provided by law or the Bylaws, contracts, evidences of indebtedness and other instruments or documents of the corporation may be executed, signed or endorsed by the President, or Treasurer, in each case only with regard to such instruments or documents that pertain to or relate to such person's duties or business functions.

Continuity of Office

- a. All outgoing Officers and Directors shall turn over to their successors any and all correspondence, records, documents, supplies, equipment, and monies belonging to the corporation and entrusted to their care.
- b. To provide a legal continuity for the corporation, and except in case of death, recall, or removal, vacating Officers and Directors shall be considered to occupy their respective offices until they are replaced.

Terms of Office

Officers and Directors shall each serve a term of 2 years.

- a. The President, and two Directors shall be elected in even- numbered years.
- b. The Vice President, and one Director shall be elected in odd- numbered years.
- c. All elected terms of office shall run from January 1 to December 31.

Elections

- a. The President, Vice-President, and Directors of the Club shall be elected from the general membership and must be a member in good standing. Family Members, Student Members and members with NMRA Rail Pass are not eligible for nomination to or service in an elected office.
- b. The President shall appoint a Secretary and Treasurer, with the concurrence of the Board of Directors. The Secretary and Treasurer shall serve at the will of the President.
- c. The President will assign a nominating Committee in September of each year. The nominating Committee will identify and pre-qualify not fewer than two candidates for each office open for election. The Nominating Committee will report out the nominees for election at the November membership meeting.
- d. Elections for Officers and Directors shall be held during the December membership meeting.

Vacancies of Office

- a. President. The Vice President shall fill the vacancy and complete the term of President. The new President shall appoint a Vice President to complete the term of office with the approval of the Board of Directors.
- b. Vice President. The President shall appoint a Vice President with the approval of the Board of Directors to complete the vacant term
- c. Director. The President shall appoint a new Director with the approval of the Board of Directors to complete the vacant term.
- d. Multiple Vacancies. In the event of numerous simultaneous vacancies of Officers and or Directors, the remaining Officers and Directors will meet and appoint such officers and Directors as may be necessary. Those appointees will complete the vacant terms of the offices to which they are appointed.

Removal from Office

- a. Officers and Directors may be removed from office for Just Cause. Just Cause includes and is limited to the following:
 - 1. The Officer or Director fails to maintain NMRA membership. In this case, removal from office is automatic, effective the date his or her membership is no longer active.
 - 2. The Officer or Director fails to attend two consecutive regular Board of Directors meetings without satisfactory explanation to either the Board of Directors or the President.
 - 3. The Officer or Director is found guilty of misfeasance, malfeasance, or nonfeasance in office.
- a. A request for removal consideration can come from any member in good standing and shall be in the form of a written request.
- b. The procedure for processing a request for removal shall be in compliance with the general process set for in Robert's Rules of Order Newly Revised.
- c. An Officer or Director removed from office for cause (except by reason of failed NMRA membership) will be permanently barred from holding office in the corporation.

Section V VOTING

Eligibility

- a. A member in good standing shall be taken to mean that NMRA dues are current, BNMR assessments are current and the member has attended some combination of a membership meeting, two open house sessions, actively participated in layout work or operating sessions in each of the previous two months.
- b. All Regular members in good standing shall be eligible to vote in all elections or matters brought before the membership for a vote.
- c. Family members, Student members, and NMRA Rail Pass memberships are not eligible to vote.

Method of Voting

- a. Voting for election of officers and Directors by secret ballot shall be the normal procedure. The President shall appoint two tellers to count the ballots. The tellers shall announce the results of the election. When only one candidate is presented for election to an office, a motion to suspend the rules and to elect that individual by acclamation is in order. Election shall be by simple majority of ballots cast.
- b. Voting for removal from office or the club shall be by secret ballot.
- c. Voting for general motions during the conduct of business shall be by voice vote. Following such voice vote any member may request a division of the house and a roll call vote will be taken.
- d. Electronic voting is authorized except for election of Officers and Directors and removal or other disciplinary action.
- e. The voting body may approve the destruction of ballots once the election is complete and results recorded.
- f. Any decision announced by the Board of Directors is subject to override by a simple majority vote of the membership.

Section VI MEETINGS

General.

1. The conduct of business for membership meetings shall be consistent with the guidelines provided in Robert's Rules of Order newly revised (Section 49.) The procedures are summarized herein

a. Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.

b. Motions need not be seconded

c. There is no limit to the number of times that a member can speak to a debatable question. Appeals however, are debatable under the regular rules –that is each member (except the chair) can speak only once in debate on them while the chair may speak twice.

d. Informal discussion of a subject is permissible while no motion is pending.

e. When a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be by vote under the same rules as in larger meetings, except that a vote can be taken initially by show of hands, which is often a better method in small meetings.

f. The chairman need not rise when putting questions to a vote.

g. If the chairman is a member, he may, without leaving the chair, speak in informal discussion and in debate, and vote on all questions.

2. The BNMR conducts the following meetings

a. Board of Directors Meeting

1. The Board of Directors shall meet not less frequently than once each calendar quarter. The Directors shall address the business set forth in the meeting agenda published beforehand by the President.

2. A quorum shall consist of at least two Officers and two Directors.

3. The President shall chair the meeting of the Board.

4. Any member may attend (be present) a meeting of the Board.

5. Board actions require a simple majority vote.

6. Abbreviated minutes of the board meeting, to include all successful and failed motions, shall be posted to the membership as soon as possible. Approved motions shall be stated verbatim, in the minutes.

7. Special meeting of the Board may be called at the request of any two Officers or two Directors, or combination thereof

b. General Membership Meeting

1. A meeting of the general membership to address the continuing operations and business of the BNMR shall be conducted at least bi-monthly.

2. Attendance by any number of voting eligible members in good standing shall constitute a quorum for the conduct of business.

3. The December meeting shall include the election of Officers

4. The January meeting (normally the annual Awards Banquet) will also include Installation of Officers.

5. Minutes of the individual meetings will be posted for review as soon as possible following the meeting. Approved motions shall be stated verbatim, in the minutes.

c. Special Meetings

1. A special meeting of the membership may be called by the President, Board of Directors, or at the request of not fewer than three (3) members in good standing.

2. The announcement of a special meeting must be made at least ten (10) days in advance of meeting, to include the date, time, and location of the meeting, and the reason for the meeting.

3. The agenda of the special meeting shall be limited to the announced reason for the meeting.

4. Minutes for the individual meetings will be posted for review as soon as possible following the meeting. Approved motions shall be stated verbatim, in the minutes.

Section VII MEMBERSHIP AND DUES

1. **NMRA Concurrency.** Membership in BNMR requires concurrent membership in National Model Railroad Association. Classes of membership are defined by NMRA. For BNMR appropriate classes of membership are Regular, Family, and Student membership as defined by NMRA.

2. **Standing.** Membership standing is defined in Section V of these House Rules. Individual members are responsible to maintain good standing status. Any member not in good standing because of delinquent dues or fees may restore standing by payment of those delinquent funds. The Treasurer shall be responsible to advise any member who is not in good standing.

3. **Probation.** All new members will serve a probationary period of 2 months. Probationary members must satisfy requirements for good standing. Except when written objection to membership is presented to the President by not fewer than three members, a Probationary member will automatically attain full membership standing at the end of the probation period. If sufficient objection is received, the membership of the probationary individual shall be subject to a vote of the membership with a simple majority vote required for approval.

4. **Inactive Status.** A member may request to be placed on inactive status by written request to the President. A member in inactive status will not be required to pay BNMR operating fees or dues during that period. Payment of NMRA dues will continue, as appropriate. A member in inactive status will not be eligible to participate in BNMR activities but may receive routine communications. Active status may be restored by payment of appropriate operating fees and dues. Inactive status is limited to a period of one calendar year unless specifically authorized otherwise by the Board of Directors.

5. **Resignation.** Any member may resign from BNMR by submission of a written notification to the President. The resignation shall be immediate or as requested by the member. All monies remaining in the members operating fees account shall be returned to the member. Dues paid for NMRA membership are not refundable.

6. **Removal**

a. **Automatic Removal.** A member shall be removed from the membership in BNMR if their operating fees and dues account is three (3) months in arrears or if their NMRA membership lapses. Members shall receive prior notification of pending removal. Corrective action is the responsibility of the member.

b. **Removal for Cause.** A member may be removed for cause. Reason for cause shall include inappropriate behavior toward other members or the public, failure to adhere to corporation rules and procedures, or failure to safeguard the property of the corporation

and other members. The process for removal shall be consistent with the procedures outlined in Robert's Rules of Order Newly Revised. (Chapter XX)

7. Mentor Program

- a. Each new member shall be assigned a Mentor for the purpose of introducing the member to the BNMR membership, corporation procedures, BNMR culture, and member benefits and responsibilities. The intent of the program is to ease the new member into the BNMR with a minimum of stress.
- b. Mentors shall be selected from existing members who are familiar with BNMR membership, BNMR process and procedures, and BNMR culture.
- c. Mentoring does not include introduction into the specific operating process and procedures of a BNMR layout. That responsibility to assigned to the Layout Division Superintendent.
- d. The Mentor program is a responsibility of the Vice President. All mentors are recruited and assigned by the Vice President. Mentors report to the Vice President for the effective completion of their responsibilities.

Section VIII PETITION

1. Two or more members in good standing may petition the Board of Directors for any action or activity authorized in the By-Laws or House Rules. The petition shall be in writing, address a single issue, and be specific as to the action desired. The Board of Directors shall review the petition, determine the appropriateness (allowed within rules and regulations) of the request and bring the issue to the general membership. The petition shall be presented to the membership as a normal motion for their action.

Section IX COMMITTEES AND OTHER STAFF ASSIGNMENTS

1. The standing or normal committees of BNMR shall be
 - a. Executive Committee
 - b. Nominating Committee
 - c. Membership Committee
 - d. Swap Meet Committee

e. Publicity Committee

f. Other committees shall be established by the Board of Directors as the need may arise.

g. Each designated layout shall be headed by a Layout Superintendent who shall function as and have the authority of a committee chair for that layout.

2. The Chair of each committee shall be appointed by the President.

3. Division Superintendents shall be appointed by the Vice President.

4. Committees shall be assigned specific responsibilities as follows;

a. **Executive Committee** – The routine day to day operation of BNMR. The President is the Chair of the Executive Committee.

b. **Nominating Committee** – To recruit and identify not fewer than two (2) qualified candidates to stand for each office in scheduled elections. A Nominating Committee serves for a single election period.

c. **Membership Committee** – The development and execution oversight of programs and activities that are of benefit to the members. Development and execution oversight of programs and activities that support recruitment of new members to BNMR and NMRA. To provide first level assistance to any member experiencing problems related to exercise of benefits of membership.

d. **Swap Meet Committee** – BNMR normally sponsors a Model Railroad Swap Meet each year. The Committee is responsible to establish a venue, set the event date, establish the business parameters and functions for the event and assist in publicity for the event. The event venue, date, and business parameters are subject to Board of Directors oversight and approval.

e. **Publicity Committee** – Prepare and publish the monthly newsletter (Flimsy). Prepare and publish or present information about BNMR activities to other publications or media outlets. Prepare and submit such press releases as may be appropriate to publicize specific achievements or success of BNMR or individual members.

f. **Layout Division Superintendent** – Each designated Layout shall have a Superintendent assigned. Exercise oversight for the routine operation and maintenance of the layout. Establish appropriate standards for layout construction. Establish layout operating procedures consistent with the mission of BNMR. Establish qualifications and

provide oversight of a qualification program for members operating functions of the layout or moving equipment on the layout. The Superintendent shall have authority to approve expenditures from the established fund for layout maintenance.

5. Committee Membership – except for the Executive Committee whose membership is formally established, individual committee membership shall be at the discretion of the appointed Chair.

6. Committee Meetings – Meetings of the individual committees shall be as necessary to complete the assigned responsibilities of the committee and shall be at the direction of the Chair.

7. Committee Dissolution – Except for the Nominating Committee whose continuance is formally established, the dissolution of standing committees and any other committee shall be at the discretion of the Board of Directors.

Section X RECORDS MANAGEMENT

Secretarial (Administrative) Records

1. All business records and correspondence of the corporation shall be retained by the Secretary. The Secretary shall be the custodian of all historical records, files, and correspondence of the corporation.

2. All records except those specifically required by laws of Washington or the United States Internal Revenue Service to be maintained in original form, may be maintained either as physical documents or recoverable electronic files.

3. BNMR records shall be available for inspection by any member upon reasonable notice to the Secretary.

Financial (Treasury) Records

1. All financial records and correspondence of the BNMR shall be retained by the Treasurer

2. All BNMR financial records shall be available for inspection by any member upon reasonable notice to the Treasurer.

Record Disposition

1. Administrative and Financial records of BNMR shall be maintained until approved for destruction by formal Board of Directors action. Handling of election ballots is detailed elsewhere in these rules.

Section XI PUBLICATIONS

1. House Rules

- a. House Rules are provided to permit the proper execution of the provisions of the By-Laws and to support the normal operation of BNMR.
- b. House Rules are a formal document of BNMR and may be altered and amended through a formal process subject to approval of the membership.
- c. House Rules will contain the current operating fee schedule.
- d. House Rules will contain the various policies approved by membership for the operation of the BNMR.

2. Newsletter (Flimsy)

- a. The newsletter is published monthly and provided to all members in good standing by electronic means.
- b. The newsletter will include a listing of the Officers of BNMR, a schedule of BNMR activities for the next three months, and any such other information as may be consistent with the operation of BNMR and in the best interests of the members.
- c. The general content and selection of materials (except those specified) shall be at the discretion of the editor.

3. Layout Standards.

- a. Standards shall be established for each layout operating within BNMR. The standards shall address layout construction parameters. Layout Standards are approved by the Layout Superintendent.
- b. Standards shall be established for the qualification of motive power and rolling stock for operation on BNMR layouts. Equipment used during any formal BNMR operating session shall satisfy standards.
- c. Standards of operation for the conduct or prototype similar operations shall be established for each layout conducting such operations.

d. Standards of layout courtesy and operator responsibility shall be established for compliance during any live operating session on BNMR layouts.

Section XII AMMENDMENT OF HOUSE RULES

1. Proposed amendments must be submitted in writing to the President for review and dissemination.
2. Proposals must be furnished to each member in good standing ten (10) days in advance of the meeting at which they will be considered for adoption.
3. A 2/3 majority vote of all members in good standing is required for approval of proposed amendments. Voting may be in person at a scheduled meeting or by appropriate electronic means.

Section XIII Financial Business

Dues and Operating Fees

Operating Fees. Operating fees are set by the membership and are defined by the Fee Schedule. NMRA membership is required concurrent with BNMR membership.

Joining Fee. The Joining Fees include an initiation fee and the annual dues required by NMRA. See the Fee Schedule

NMRA Dues. A member may pay their dues directly or through the BNMR. NMRA membership and BNMR shall be consistent. Members who elect to pay NMRA dues directly are responsible to keep the Treasurer advised of dues currency status. Members who desire to pay NMRA dues through the BNMR shall be billed accordingly.

Rejoining of members. Members who are dropped from the membership rolls (except in the case of disciplinary action) may rejoin, without initiation fee, within two (2) years, provided they meet the requirements for new members and retire any obligations they had when they were dropped.

Assessments: Assessments may be required from the members to enable the BNMR to fulfill its mission and obligations.

Section XIV POLICIES

Policy 1 At Risk Person Policy

The At Risk Person Policy is maintained under the authority of the Board of Directors. A 2/3 majority vote of members in good standing shall be required to amend or vacate this policy

The "Persons at Risk Policy for BNMR is the policy promulgated by the National Model Railroad Association. The details of the policy and supporting forms and documentation can be found on the NMRA.org web site and on the BNMR web page.

Policy 2 Individual Expense Reimbursement Policy

Bremerton Northern Model Railroad Travel Reimbursement Policy and Procedure and Standard Forms

Policy and Procedure

Travel reimbursement is only available for towing trailers containing BNMR Layout modules and/or equipment to train shows and other functions. You must complete the Travel Expense Reimbursement form to get paid. Reimbursable expenses are limited to mileage from the trailer's home location to the show site and back, parking fees, bridge tolls, and ferry tolls. You must include a receipt for parking and tolls. Travel reimbursements for other persons or other expenses require prior approval by the BNMR Board of Directors.

Calculating Miles

Use Google Maps to determine the mileage between the trailer's storage location and the show site. Multiply that distance by two. You may optionally attach a printout from Google Maps so mileage may be verified.

If the trailer starts at, or is returned to, another location or makes stops along the way, list each distance separately and total the miles. If the trailer cannot be parked at the show site and must be towed empty to another location, those trips are also reimbursable. Trips to drop off or collect modules at group member's homes are also reimbursable.

Calculating Reimbursement

Multiply the total miles by standard IRS business mileage rate for the calendar year containing the last day of the show. Include all fractional cents/mile and round the calculation (not the rate) up to the nearest penny. The IRS updates this rate each calendar year and publishes the changes around December 1st. To find the rate, search the web for "Federal mileage rate 2" plus the year. Pick the link that contains "irs.gov." Note-For shows that span a change in rates, use the highest rate for the entire show.

Completing the Form

If the show venue is on the list below, enter its name or abbreviation in the address field. If the show is *not* on the list, you must provide the full name and address of the show venue.

When the ending location is the same as the starting location, you can enter “start” or “home” in the address field instead of repeating the address.

Here are some of the more popular train shows. Click the link to go to that spot on Google Maps.

<i>Site</i>	<i>Abbreviation</i>	<i>Address</i>
Great Train Expo	Puyallup	Puyallup Fairgrounds 110 9 th Ave SW Puyallup, WA 98371
Lynden Lions Train Show	Lynden	Northwest Washington Fair and Event Center 1775 Front Street Lynden, WA 98264
Maple Valley Train Show	Maple Valley	Gracie Hansen Community Center 27132 SE Ravensdale Way Ravensdale, WA 98051
United Northwest Train Show and Market	Monroe	Evergreen State Fairgrounds 14405 179 th Ave SE Monroe, WA 98272
Pacific Science Center Show	PSC	Pacific Science Center 200 2 nd Ave N Seattle, WA 98109
Washington State History Museum Train Show	WSHM	Washington State History Museum 1911 Pacific Ave Tacoma, WA 98402
Southwest Washington Fairgrounds Show	Chehalis	Lewis County Fairgrounds 2555 N National Ave Chehalis, WA 98532

Revision Log		
Revision	Date	Description

Policy 3 Door Cash Donation Distribution – Appropriation of Funds

This policy deals with the appropriation and application of funds received as door cash donations during BNMR Open House activities.

The Bremerton Northern Model Railroad is represented and assisted in mission accomplishment by several different scales or purpose specific layouts during each open house activity. The underlying funding for and ownership of the various layouts may differ but the expenses incurred for general maintenance and upkeep of the layouts is common to all. It is only appropriate that funding be provided for each of the layouts for that routine maintenance and upkeep.

BNMR members, regardless of the layout they may operate on or the frequency of such operation, all pay a monthly assessment that is directed toward facilities and general operating costs. Those funds are budgeted to meet the specific continuing costs and assessments adjusted to provide funding as necessary. Cash door donations are not budgeted and are distributed as determined by the membership.

To provide an equitable and appropriate distribution of Cash door donations, the following distribution shall be in effect:

30 percent – General BNMR Administration

30 Percent – HO Layout maintenance and upkeep

20 Percent – N Scale Layout maintenance and upkeep.

8 Percent – S Scale (American Flyer) Layout maintenance and upkeep

6 Percent – European (Marklin) Layout maintenance and upkeep

6 Percent – Lionel and Young Engineers Layout maintenance and upkeep

The individual layout accounts shall have a maximum fund level beyond which funds shall be reassigned to the BNMR General Fund. Fund maximum levels are as follows

Club Admin - \$300

Ho Layout - \$500

N Scale Layout - \$500

S Scale, European - \$200

Lionel, Young Engineers (combined) - \$150

Funds allocated to the individual layouts shall be available to cover appropriate costs without action of the Board of Directors or vote of the membership. The designated Superintendent of

the individual layout shall have the authority to approve expenditures. Normal procedures for reimbursement of expenses shall be followed.

Section XV LAYOUT STANDARDS AND PROCEDURESS

The standards for construction, maintenance, and operation of the individual BNMR layouts are prepared and maintained by the appropriate layout Superintendent. The Superintendent has control authority for the content and application of those layout standards. The Superintendent may originate, revise, and update materials as may be required without reference to the Board of Directors.

Model Railroad Courtesy

Introduction

Common courtesy and respect in dealing with club members and the public, and in the handling of property belonging to others, is important to the well-being and harmonious functioning of the BNMR. Courtesy and respect are especially important during periods of stress, such as during train show setup, tear down and operations. These guidelines provide suggested rules of etiquette for members in the handling of modules, locomotives and rolling stock, at shows, and during visits to other layouts. Most are simple matters of courtesy and common sense, but some people need occasional reminders to prevent problems. These guidelines essentially describe respect for other persons and private property.

Basic Rules

Personal Conduct

All members shall conduct themselves so as not to bring discredit upon themselves, BNMR, the NMRA, or the hobby in general. Discussions about politics must be avoided - there is no place in BNMR for expressing political views since this can offend both BNMR members and visitors alike. The BNMR must follow NMRA discrimination policy:

“The NMRA does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies, programs, or activities.”

Handling of Modules

Much time, effort, expense, and pride go into the construction of the modules built by members. Sometimes these modules are also part of the builder's home layout. Thus, all modules should be handled with care to protect them from damage during transport and during set-up/ tear down at shows. This is true regardless of the degree of completeness or complexity of the module or of the experience of the modeler. The following guidelines are therefore strongly recommended for handling of modules.

- It is recognized that modules will receive normal wear and tear and occasional damage during transportation, set up, tear down and operation. Such wear & tear or damage is to be repaired only by the owner of the module, unless prior agreement of the owner is given.
- In the absence of the module's owner, minor corrections or repairs may be carried out to ensure reliable operation in a layout. Repairs made must only be those absolutely necessary to achieve reliable operation and the owner of the module must be advised of the repairs done.
- The presumption of fault with unintended uncoupling (break-away) and derailments lies first with the rolling stock and locomotives, not with the module. Only after repeated problems at the same site with multiple rolling stock and locomotives are repairs to the module to be contemplated and carried out.

Handling of Locomotives and Rolling Stock

Rolling stock and locomotives must be handled with regard to their fragility and value. The following guidelines for the handling of a member's or visitor's rolling stock and locomotives were prepared with these factors in mind.

- Use a re-railer device to place rolling stock and locomotives on the track, or by hand place each truck on the track. Do not run rolling stock or locomotives back and forth rapidly over a turnout, crossing or re-railing section of track by hand in order to place it on the track. Wheelsets can be damaged on cars and locomotives, and gears on locomotives can be damaged. Be careful not to damage the finish of the model.
- Rolling stock and locomotives should be repaired only by the owner. Exception: if a truck falls off and replacing the bolster pin is the only correction necessary, or an axle needs to be replaced in the truck. Use a foam cradle to safely hold rolling stock and locomotives when work

on the bottom of the unit. Faulty rolling stock and locomotives should be removed from the layout and given to the owner along with an explanation of the problem.

- Only rolling stock that has successfully passed the BNMR Standards and Conformance process should be run during formal operation sessions. Individual cars or locomotives that do not operate reliably when running on the layout; this includes, but is not limited to, derailments, breakaways, rough operation, wobbling, etc. should be removed from the layout. The nature of the issue should be recorded, if the repair is not accomplished immediately, so that the issue can be fixed later. Remember the goal during open house or public shows is to have trains running well and reliably.

Open House and Train Show Etiquette

“DO NOT DOs”

The following appear obvious, but all have occurred at train shows in the past.

Do Not be a “Bull in a China Shop” where you rush from one part of the layout to another without regard for who or what is in your way. This can result in injury to another person or yourself, or damage to another person’s models.

Do Not Run untested trains on the Layout: Only proven, well-running locomotives and rolling stock should be operated on the layout during public shows

Do Not Handle Other People’s Property as You Would Your Own, Handle It Better: Whether another member’s property or the property of the BNMR, be very careful handling the various items around the layout. It could be easily damaged or be worth more than it appears.

Do Not Consider a File as the Universal Tool: No section of track or a turnout should be filed unless there is a problem at that location as demonstrated by multiple different sets of locomotives or rolling stock, and then only after careful and detailed detection and evaluation of the problem location, and a determination on whether filing is the correct solution.

Do Not Blame Other Equipment or Module(s) before you are sure your train is not at fault: Some individuals will often ascribe blame to whatever track their train is running on, or their throttle doesn’t work as they think it should rather than look first at their own locomotive(s) and rolling stock, and their level of familiarity with the operation of their throttle. You should make sure the rolling stock or locomotive(s) is not at fault – check wheels and axles are free-rolling,

and trucks are free turning, couplers are centered and fully operational, coupler trip pins are the correct height, and the wheels are clean. If you cannot get your throttle to do what you want it to do then ask for help and learn from that help.

Running Trains

The prime intent is to enable members to have fun running their trains. Remember the following:

- If you have been running a while and others are waiting to run, please offer to pull off your train so they may run.
- If you intend to share a track, please inform those already running on that track and ensure the speed of your train will be compatible with the train(s) already on the track.
- For tracks with multiple trains each engineer is responsible for the safety of his/her train, (rear-end collisions.)
- When leaving or entering a yard, be sure to check for approaching trains and advise the engineer of your intentions.
- Trains should be controlled from outside the layout so that immediate access to the train and turnout controls is available. You should follow your train around the layout to be on the scene if a problem develops.
- Watch your trains while running. If you need a break, park your train in such a manner so that it does not interfere with the running of other trains.
- Keep your throttle with you, so your train can be controlled quickly when the need arises.
- Inform others when there is a break in their train or a derailment of their train.
- Remember the rule of “twos” - two derailments and/or two un-couplings - remove the offending equipment.

HO SCALE LAYOUT STANDARDS AND PROCEDURES

HO Layout Standards of construction are contained in Appendix 2, Part 1

HO Layout Standards and Recommended practices for motive power and rolling stock are contained in Appendix 2, Part 2

HO layout Procedures for Operation are contained in Appendix 2, Part 3

HO Layout Open House procedures are contained in Appendix 2, Part 4

N SCALE LAYOUT STANDARDS AND PROCEDURES

N Scale Layout Standards of construction are contained in Appendix 3, Part 1

N Scale Standards and Recommended practices for motive power and rolling stock are contained in Appendix 3, Part 2

N Scale Layout Procedures for Operation are contained in Appendix 3, Part 3

S SCALE (AMERICAN FLYER) LAYOUT STANDARDS AND PROCEDURES

There are currently no standards or procedures for S Scale. Appendix 4 is reserved for future addition of those materials

O SCALE (LIONEL) LAYOUT STANDARDS AND PROCEDURES

There are currently no standards or procedures for O Scale. Appendix 5 is reserved for future addition of those materials

EUROPEAN (MARKLIN) LAYOUT STANDARDS AND PROCEDURES

There are currently no standards or procedures for European modules or layout. . Appendix 6 is reserved for future addition of those materials

BNMR House Rules Appendices

Appendix 1 Part 1 BNMRC Operating Fee Schedule

**Fees Schedule
Work Sheet**

BNMRC Fees Schedule Worksheet Prepared For: _____
(Prepare one worksheet for each applicant.) (name)

All club members must be NMRA members, dues may be paid by the individual or through the club.

Check all applicable rows and complete calculations. BNMRC Op Fees required of all members.

Membership Types	NMRA Dues Amount	Op Fees for One Year	When Paid Monthly		Number of Months to be Paid		Sub Totals
Regular member joining fee, paid one time only at time of joining.						=	\$30.00
Regular member Op Fees (Notes 1, 3)		\$180.00	\$15.00	x		=	
<i>Provide NMRA member number if dues paid by individual:</i>							
Regular member with NMRA dues paid through club with NMRA digital magazine access only. (Notes 1, 2, 3)	\$68.00					=	
Regular member with NMRA dues paid through club with NMRA digital and printed magazine (Notes 1, 2, 3)	\$92.00					=	
Family member Op Fees. Spouse or minor child of Regular member named above. (Notes 1, 3, 4)		\$12.00	\$1.00	x		=	
<i>Provide NMRA member number if dues paid by individual:</i>							
Family member with NMRA dues paid through club. Spouse or minor child of Regular member named above. No magazine access. (Notes 1, 2, 3, 4)	\$10.00					=	
Student member (age 19-25 with student ID) Op Fees. (Notes 1, 3, 4)		\$12.00	\$1.00	x		=	
<i>Provide NMRA member number if dues paid by individual:</i>							
Student member (age 19-25 with student ID) with NMRA dues paid through club. All NMRA rights & benefits, digital NMRA magazine access only. (Notes 1, 2, 3, 4)	\$40.00					=	

Notes:

Total = \$ _____

- 1. A minimum of two months of Op Fees are required when joining.**
- 2. One year of NMRA dues are required when joining.**
- 3. All club members must be NMRA members.**
- 4. Family and Student members do not have voting rights and may not hold office within the club.**

What will it cost to join the club? Examples:

Regular member paying NMRA individually: Joining Fee (\$30.00) + 2 months Op Fees (\$30.00) = \$60.00

Regular member paying NMRA dues through club:

Joining Fee (\$30.00) + 2 months Op Fees (\$30.00) + NMRA dues (\$68.00) = \$128.00

Appendix 1, Part 2 BNMRC Sample Annual Budget Form

Source	Budget	Actual	Variance	Item	Budget	Actual	Variance
Dues				Rent			
Assessments				Utilities			
Grants				Incorporation			
Donation*				Bank Charges			
				Insurance			
Total							

*Donations do not include Door Cash Donations for Open House or Shows

APPENDIX 2

HO LAYOUT STANDARDS AND PROCEDURES

Part 1 Standards for Construction

Reserved

Part 2 Club Rolling Stock Pool:

Couplers & Weight: Cars for pool use will be equipped with Kadee couplers mounted at Kadee coupler gage height and will be weighted in accordance with NMRA Standards; a minimum of 1 ounce plus 1/4 ounce per inch of car length.

Maintenance and Repair: Repairs will be made as required during layout operations. Periodic work sessions for overall maintenance will be scheduled at least annually.

Handling: Cars will be packed and unpacked carefully and be properly railed when placed on the layout. All cars and locomotives used will have their wheels cleaned prior to packing.

Part 3 Procedures for Operations

Reserved

Part 4 Show Operations (Open House)

Layout: A diagram shall be prepared for each show showing the arrangement of the modules and indicating any special requirements such as location of insulated rail joiners, & etc.

Housekeeping: Containers for rolling stock and other equipment, Toolboxes, jackets, & etc., shall be stored under the modules or tables when not in use. Food or drink shall not be left on the module surfaces.

Conduct: The main purpose of participation in shows is to generate interest in Model Railroading. Secondary purposes are generating interest in our Club and allowing Club members a chance to operate their equipment. Be nice to the spectators and fellow Club members! NO ARGUMENTATIVE OR PROFANE LANGUAGE. NO DISRUPTIVE BEHAVIOR. Violators may, in extreme cases, be asked to leave.

Equipment Handling: Whenever possible, ask a member's permission before handling his/her equipment.

Schedules: When the number of members signed up for a show warrants, an operating schedule for trains and a Call Board for personnel will be prepared to ensure that insofar as possible each member shows his/her train(s) and has his/her turn at requested operator positions.

Helpers and volunteers at shows: All helpers and volunteers at shows must be current NMRA members.

Interchange of Trains: During interchange of trains, only the Yardmaster, the train owners, and the Dispatcher shall be at the yard control panel or handling rolling stock in the yard. At other times, request the Yardmaster's permission to work in the yard.

APPENDIX 3

N SCALE LAYOUT STANDARDS AND PROCEDURES

Part 1 - N Scale Layout Standards of construction

The standards for the construction and maintenance of N-Sale modules are provided in NTRAK Module Manual (current edition) published by NTRAK Modular Railroad Society, Inc. A copy of the manual is located at the N Scale Layout. Electrical wiring instructions for individual modules are contained in the Module Manual. Equipment Manuals for individual DCC equipment's installed in the N Scale Layout are available on the computer at the Dispatchers Desk

Part 2 - N Scale Standards and Recommended practices for motive power and rolling stock

N Scale layout follows the Standards and Recommended Practices of the National Model Railroad Association. The individual standards and Recommended Practices are located on the NMRA web www.nmra.org

S-1.2 Standards for Scale Models

S- 2 Couplers

S- 3.2 Track work

S- 4.2 Wheels

RP- 20.1 Car Weight

Part 3 - N Scale Layout Procedures for Operation

General Procedures and Recommendations

When operating with others, always pay attention to the positions of turnouts your train is approaching.

If you reposition a turnout for train movement, always return the turnout to the mainline position, this is usually the straight through position but not always.

When operating with others, always pay attention to the location of other trains to avoid collisions.

When operating during open houses and you engage in a long conversation with the public, it is recommended to park your train on a siding to avoid mishaps.

.Maintain a reduced speed when traversing a return loop or wye track arrangement to allow the auto reverser time to function.

Maintain a reduced speed when travelling through cross-over turnouts.

Always place trains on or remove trains from the layout in one of the yards – not on mainline Red, Yellow, or Blue tracks.

When multiple trains are operating on the layout it is consider best to limit train length to the shortest passing siding. Currently that is approximately 42 inches/560 scale feet. The fiddle yard is marked with a scale to help determine train length.

Do not place 'foreign objects' (e.g. drinks or tools) on the layout during shows or operating sessions.

Become familiar with and follow the contents of the Railroad Courtesy enclosure.

The Fartheron Interchange Siding connected to the Red track is for spotting cars to be taken to or coming from the Classification Yard during operation sessions. At other times it can be used as a short passing siding (44 inches/586 scale feet).

If leaving a train on the layout while taking a short break it is recommended the train be parked in a yard or a siding out of the way of other trains.

Throttle Operation:

The Division has two types of Digitrax throttle available for use, two each DT502D and two each UT4R. The throttles are stored in the top drawer of the DCC Command Cart along with 9v dc batteries.

The UT4R throttles use the Simplex radio system which was discontinued several years ago and the club does not have the UR91 receiver required for wireless operation. However, it can still be used by plugging it into a throttle panel or by IR operation, refer to the PDF manual on the Dispatcher's Desk computer.

There are IR receivers (UR90s and a UR92) mounted near the center of the layout. Point the throttle at the receiver when making throttle changes to operate a train. The IR method works 'line-of-sight' only.

N Scale Layout Operating procedures

General Operating procedures for the layout including start up and shut down procedures are contained in the N Scale Layout Orientation Manual. A copy of which is maintained at the N Scale Layout

Prototypical operating instructions and procedures are contained in the published Time Table, Switch lists, Track Warrants, and other appropriate operating directives at the Dispatcher Desk.

Appendix 4

S Scale (American Flyer) Layout Standards and Procedures

Reserved

Appendix 5
O Scale (Lionel) Layout Standards and Procedures
Reserved

Appendix 6
European (Marklin) Layout Standards and Procedures
Reserved