

BYLAWS
Fourth Division, Pacific Northwest Region
National Model Railroad Association, Inc.

Article I
Name and Purpose

1. The official name of this organization is the Fourth Division of the Pacific Northwest Region of the National Model Railroad Association, Inc. The individual components may be referred to in this document as the Division, PNR, and NMRA, respectively.
2. 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 model railroading.
 - d. To facilitate communication among all model railroaders, members and non-members alike.

Article II
Authority and Purpose

1. The authority for these Bylaws is established by the Division for its own governance and that of its members, directors, and officers.
2. The purpose of these Bylaws is to establish rules to regulate the affairs of the Division.

Article III
Membership

1. Any NMRA member residing within the geographic boundaries of the Division, as established by PNR, is a member of the Division.
2. Member classifications, along with basic rights and benefits, are defined by NMRA. Additional rights and benefits may be defined in these Bylaws.
3. Family Members, and Sustaining and Corporate Members other than individuals, do not have voting rights, nor may they be elected to or appointed to office within the Division. They may be appointed to committees, as chairs or members.

Article IV
Officers and Directors

1. Management of the Division shall be vested in a Board of Directors (BOD), except as stated in these Bylaws. The BOD shall establish rules and regulations for the operation of the Division, approve the appointment of a Secretary and Treasurer, approve the appointment of chairs of standing committees, and assist officers and committees in the performance of their duties.

2. The Board of Directors shall consist of the officers and directors of the Division.
 - a. The officers of the Division shall consist of a Superintendent, an Assistant Superintendent, a Secretary, and a Treasurer.
 - (1) The Superintendent and Assistant shall be determined by popular election by the Division members.
 - (2) The Secretary and Treasurer shall be appointed by the Superintendent and approved by majority vote of the Board of Directors.
 - b. There shall be three directors elected at large by the Division members.
3. Officers and directors shall each serve a term of 2 years.
 - a. The Superintendent and one director shall be elected in even-numbered years.
 - b. The Assistant Superintendent and two directors shall be elected in odd-numbered years.
 - c. All elected terms of office shall run from September 1 to August 31.
 - d. The Secretary and Treasurer will serve terms concurrent with that of the Superintendent.
4. The Superintendent serves as the president, chief executive officer, and chief operating officer of the Division and assumes the responsibilities that normally accrue to such positions. The specific duties of this office are outlined in the Policies and Procedures Manual.
5. The Assistant Superintendent serves as the vice president of the Division and assumes the responsibilities that normally accrue to such position. The specific duties of this office are outlined in the Policies and Procedures Manual.
6. The Secretary assumes the responsibilities that normally accrue to such position. The specific duties of this office are outlined in the Policies and Procedures Manual.
7. The Treasurer serves as the chief financial officer of the Division and assumes the responsibilities that normally accrue to such position. The specific duties of this office are outlined in the Policies and Procedures Manual.
8. Directors' responsibilities are outlined in the Policies and Procedures Manual.
9. All members in good standing of the Division, except those excluded in Article III, Paragraph 3, are eligible to hold office.
10. No officer or director shall simultaneously hold two or more elected positions in the Division. Appointed officers shall not simultaneously hold an elected position in the Division.
11. Officers and directors may be removed from office for just cause. The procedures for such removal are outlined in the Policies and Procedures Manual.
12. Any officer or director, except the Secretary, may resign by presenting a written resignation to the Secretary. The Secretary may resign by presenting a written resignation to the Superintendent.
13. Vacancies in office shall be handled as follows:
 - a. Should the office of Superintendent become vacant, the remainder of the term shall be filled by the Assistant Superintendent, which office will then become vacant.
 - b. Should the office of Assistant Superintendent become vacant, the Superintendent shall appoint a new Assistant Superintendent for the remainder of the term of office, subject to approval by majority vote of the Board of Directors.
 - c. Should the offices of Superintendent and Assistant Superintendent become vacant simultaneously, the

Board of Directors shall immediately call a special BOD meeting to elect one of the directors to be Superintendent. The offices of Assistant Superintendent and Director will then become vacant.

- d. Should a Director position become vacant, the candidate for Director receiving the highest number of votes, but not being elected, from the previous election will be appointed to the position. If there is no such candidate, or if the candidate in question is no longer willing or able to serve, the Board of Directors shall elect a new director from among the membership.

Article V Meetings

1. All meetings shall be held at a place and time designated by the Superintendent.
2. The following rules apply to Board of Directors meetings:
 - a. The Superintendent shall call a regular Board of Directors meeting at least once in each calendar quarter, preferably in the second month.
 - b. The Superintendent shall call a special Board of Directors meeting at the written request of any three BOD members, as instructed by the BOD, or as the Superintendent deems necessary. For any special meeting the purpose of the meeting must be specified in the call and no other business may be transacted at the meeting.
 - c. Any member of the Division may attend a BOD meeting and may speak on any issue if recognized by the Superintendent. Such recognition will normally be granted as a matter of courtesy, but is not mandatory.
 - d. All actions of the Board of Directors shall require a simple majority vote of BOD members present and voting, unless these Bylaws specify a higher percentage for a specific issue.
 - e. Two directors and one elected officer shall constitute a quorum for Board of Directors meetings.
 - f. Procedures for Board of Directors meetings are outlined in the Policies and Procedures Manual.
3. The following rules apply to General Membership meetings:
 - a. The Superintendent shall call a regular General Membership meeting at least once per year. If a BOD meeting and a General Membership meeting are held on the same day, the BOD meeting shall be held first.
 - b. The Superintendent shall call a special General Membership meeting as instructed by the Board of Directors, at any time the Superintendent deems necessary, or upon receipt by the Secretary of a valid petition from the Division membership. Such petition shall contain at least 20 valid signatures of members, dated not more than 15 days prior to submission. Valid signatures are defined as those of members in good standing who are not in the excluded classes of Article III, Paragraph 3.
 - c. Any member may bring any appropriate business before the meeting and speak on any matter. Members of the excluded classes of Article III, Paragraph 3 may not move, second, or vote on any motion.
 - d. A General Membership meeting may refer any item of business to the Board of Directors for action, with or without recommendation, or may refer any item of business to a vote of the membership in an election.
 - e. The members have the right, by majority vote at any General Membership meeting, to submit to a vote by the membership any action taken by the Board of Directors. Any action so challenged shall not go into effect until approved by the membership.
 - f. Fifteen Division members not of the excluded classes in Article III, Paragraph 3 shall constitute a quorum for a General Membership meeting.
 - g. Procedures for General Membership meetings are outlined in the Policies and Procedures Manual.

4. 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 the Bylaws, the Policies and Procedures Manual, or any special rules of order the Division may adopt.

Article VI Elections

1. A general election shall be held every year. Elections of officers and directors are governed by Article IV, this article, and the Policies and Procedures Manual. Other items to be brought before the membership for a vote are governed by Article VII, this article, and the Policies and Procedures Manual.
2. The Nominations Committee shall prepare a list of candidates in accordance with procedures laid out in the Policies and Procedures Manual.
3. The Ballot Committee shall tabulate votes in accordance with procedures laid out in the Policies and Procedures Manual.
4. Special elections may be called as provided for elsewhere in these Bylaws. Special elections will be handled in the same manner as general elections, except that dates shall be adjusted appropriately.

Article VII Ballot Measures

1. The members have the right to submit any measure to a vote of the membership.
2. The Board of Directors, by majority vote, may refer any matter to the membership for voting in any special or general election.
3. The members have the right to recall, and thus remove from office, any elected officer or director of the Division.
4. Procedures for all above-listed ballot measures are outlined in the Policies and Procedures Manual.

Article VIII Finances

1. The Treasurer shall prepare a budget for consideration by the Board of Directors at its regular meeting in the second quarter of the calendar year. The Board of Directors is responsible for approving the budget and may make amendments prior to its approval.
2. All expenditures must be approved by a majority vote of the Board of Directors, except that the Superintendent may authorize expenditures of up to and including \$250 without prior BOD approval.
3. No member shall gain financial benefit from membership in the Division. This paragraph shall not restrict reimbursement of actual expenses incurred on behalf of the Division and approved by the Board of Directors. It also shall not restrict *bona fide* business transactions between the Division and individual members.

Article IX Severability

1. If any portion of these Bylaws should be discovered to be in conflict with NMRA Regulations, PNR Bylaws, or any statutes applicable to the Division, such portion shall be null and void.
2. In the case of a portion of the Bylaws being rendered void, the rest of the document shall remain in effect.

Article X Amendments

1. These Bylaws may be amended by a two-thirds majority of Division members voting in an election containing an appropriate ballot measure.
2. A Board of Directors referendum or member initiative shall contain a quotation of the affected portion(s) of the Bylaws, both before and after amendment, and a clear statement of the intent of the proposed amendment. Such wording shall be included in or accompany the ballot containing the proposed amendment.
3. Amendments to the Bylaws shall be effective immediately upon ratification unless the amending measure contains wording to the contrary.

Article XI Dissolution

1. Unless involuntarily dissolved by the State of Washington, dissolution of the Division shall require a two-thirds majority vote of the Board of Directors and a ratifying two-thirds majority vote of the members voting in a special election.
2. Upon the dissolution of the Division, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Division, dispose of all assets of the Division exclusively to meet the purposes of the Division. Distribution of assets shall be made to one or more organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.
3. Unless as a legitimate creditor resulting from a *bona fide* business transaction with the Division, no member shall gain financial benefit from dissolution of the Division.

POLICIES AND PROCEDURES MANUAL

Fourth Division, Pacific Northwest Region

National Model Railroad Association, Inc.

Officers and Directors Duties

1. The duties of the Superintendent include, but are not necessarily limited to:
 - a. Preside over meetings of the Board of Directors and the General Membership.
 - b. Sign all contracts or other instruments authorized by the Board of Directors, on behalf of the Division.
 - c. Appoint chairs of standing committees, with the consent of the Board of Directors.
 - d. Appoint members of standing committees, when the procedures for those committees call for such action.
 - e. Appoint chairs and members of *ad hoc* committees.
 - f. Serve on the PNR Board of Directors.
2. The duties of the Assistant Superintendent include, but are not necessarily limited to:
 - a. Serve in place of the Superintendent when that individual is unable to perform his or her duties.
 - b. Perform other duties as assigned by the Superintendent.
3. The duties of the Secretary include, but are not necessarily limited to:
 - a. Keep minutes of all Board of Directors and General Membership meetings.
 - b. Provide copies of such minutes to others as prescribed elsewhere in the Bylaws and in the Policies and Procedures Manual.
 - c. Maintain corporate records as prescribed elsewhere in the Bylaws and in the Policies and Procedures Manual.
 - d. Perform other secretarial duties deemed necessary or specified in the Bylaws and in the Policies and Procedures Manual.
4. The duties of the Treasurer include, but are not necessarily limited to:
 - a. Receive and keep safe all monies and securities of the Division in such manner as may be designated by the Board of Directors.
 - b. Disburse money in accordance with the approved budget or as otherwise approved by the Board of Directors.
 - c. Maintain books of account.
 - d. Furnish a quarterly Treasurer's Report for publication in the Division's official publication.
 - e. Furnish quarterly and annual financial reports to the Board of Directors.
 - f. File the required Annual Report with the Secretary of State as required by RCW 24.03.395.
 - g. Prepare, or arrange for the preparation of, tax returns required by the Internal Revenue Service.
 - h. Maintain financial and other corporate records as prescribed elsewhere in the Bylaws and in the Policies and Procedures Manual.
 - i. Perform other treasury duties as assigned or as specified elsewhere in the Bylaws and in the Policies and Procedures Manual.
5. Directors' responsibilities include, but are not necessarily limited to:
 - a. Attend all Board of Directors meetings.
 - b. Serve as the direct representatives of the members and act in their best interests in the management of the Division.

Removal of Officers and Directors

1. Officers and directors may be removed from office for Just Cause. Just Cause includes and is limited to the following:
 - a. 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.
 - b. 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 Superintendent.
 - c. The officer or director is found guilty of misfeasance, malfeasance, or nonfeasance in office.
2. The following procedure shall be strictly adhered to in order to establish Just Cause.
 - a. A request for removal can come from a member of the Board of Directors, or from the General Membership via a Petition for Recall.
 - b. The request or petition must be presented to the Secretary, in a sealed envelope, no later than 10 days prior to a regular Board of Directors meeting. If the subject of the request or petition is the Secretary, the envelope shall be presented to the Superintendent. The envelope shall be discreetly marked to indicate it is a Request for Removal, or a Petition for Recall, and the name of the subject individual. The envelope will be opened only by the Superintendent.
 - c. The request or petition shall include the name, office, and term of office of the individual whose removal or recall is being requested. It shall also include a clear statement identifying the Just Cause for which removal is being sought.
 - d. After the Superintendent opens the envelope, the subject individual will be excused from the meeting and suspended from office until the matter is resolved. The Superintendent shall then appoint a committee of three Board of Directors members to investigate the claims, and shall call a special Board of Directors meeting to take place no earlier than 15 days nor later than 30 days later to hear the findings of the committee and determine a resolution of the suspicion.
 - e. No meeting of the investigating committee will be considered a meeting of the Board of Directors, and no minutes will be kept. Attendance will be at the committee's written invitation only.
 - f. The committee's findings will be reported in writing to the Superintendent, in a sealed envelope, at the special Board of Directors meeting. Although a BOD meeting is open to all members, deliberations and decisions on the issue must take place in executive session with no non-members present unless specifically summoned. The decision must be announced in open session and recorded in the meeting minutes.
 - g. In case the Superintendent is the individual accused, then all duties prescribed for the Superintendent in this topic will be performed by the Assistant Superintendent.
3. If the investigating committee determines that the officer or director is guilty of the Just Cause as presented the Board of Directors shall vote, in executive session as outlined in Paragraph 2f, to ratify the committee's findings. If finding is upheld, the individual shall be removed immediately from office.
4. If the investigating committee determines that the officer or director is not guilty of the Just Cause as presented, but such accusation came as a Petition for Recall, then a Recall Ballot shall be directed to the General Membership. If the individual fails the Recall Ballot, he or she shall be removed immediately from office.

Continuity of Office

1. All outgoing officers and directors 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.

2. To provide a legal continuity for the Division, 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, notwithstanding any other provision in the Bylaws and in the Policies and Procedures Manual.

Meeting Procedures

1. The procedures listed herein apply to all Board of Directors and General Membership meetings unless otherwise specified.
2. The secretary is responsible for preparing the meeting agenda. For a Board of Directors meeting, the agenda should be distributed electronically to all officers, directors, and committee chairs at least 7 days prior to the meeting.
3. At Board of Directors meetings, unless otherwise stipulated in the Bylaws or in the Policies and Procedures Manual, only members of the BOD and committee chairs may bring business before the BOD. Nevertheless, members may request, in writing to the Secretary at least 10 days prior to the meeting, that an item of business be placed on the agenda. In such case, it will be introduced by a BOD member on behalf of the member who submitted it.
4. At Board of Directors, only voting members of the board may make or second motions or vote. All members of the BOD are entitled to take part in discussion. Committee chairs will routinely be allowed the privilege of taking part in discussion, but may be excluded at the discretion of the Superintendent if circumstances require. In such situations, a committee chair whose committee is directly affected by the discussion will not be excluded.
5. The Superintendent shall notify the Publications Chair of any meeting at least 10 days prior to said meeting. The Publications Chair will publish the notice in the Division's official publication as soon as possible.
6. The Secretary shall take minutes of all Board of Directors and General Membership meetings.
 - a. The Secretary shall provide draft minutes of a Board of Directors meeting to BOD members and committee chairs no later than 14 days after the meeting.
 - b. The Secretary shall provide approved minutes of a Board of Directors meeting to the Publications Chair no later than 14 days after the meeting after which the minutes are approved.
 - c. The Secretary shall provide minutes of a General Membership meeting to the Publications Chair no later than 30 days following the meeting.
 - d. The Publications Chair shall publish approved minutes of Board of Directors meetings, or minutes of General Membership meetings, in the Division's official publication in a timely fashion after receipt.

Election Procedures

1. Nominations shall be handled in the following manner:
 - a. The Superintendent shall appoint a Nominating Committee consisting of at least three members before February 1. The Superintendent shall not be an appointed or ex-officio member of this committee.
 - b. The Nominating Committee shall prepare a list of candidates for each appropriate office and deliver it to the Ballot Committee and the Superintendent before March 1. The list shall include at least one candidate for each available office.
 - c. The Nominating Committee must obtain the written consent of each candidate before including his or her name on the list. For this purpose, archivable electronic communication is acceptable.

- d. A candidate may be listed for only one office in any election.
 - e. The Nominating Committee will obtain from each candidate a statement of the candidate's qualifications and platform. These statements will then be included with the ballot when it is mailed to the membership.
2. Ballots shall be handled in the following manner:
- a. The Superintendent shall appoint a Ballot Committee, consisting of three tellers, from the membership. The Superintendent and candidates are not eligible for membership on this committee. The Superintendent shall not be an ex-officio member of this committee, nor shall he or she attend any meeting of this committee.
 - b. The Ballot Committee shall prepare a ballot in its finished form consisting of all candidates and measure as submitted. The ballot shall contain a definition of any action that would invalidate a ballot.
 - (1) A ballot that cannot be associated with a member in good standing shall be declared invalid.
 - (2) A ballot that is not mailed by the required date, or is not received by the required date, shall be declared invalid.
 - (3) When the ballot is incorrectly marked for one office or one measure, such as by having too many selections or an illegible write-in name, the ballot shall be considered invalid for that issue or office only. This will not disqualify votes for other offices or measures that are correctly marked.
 - (4) Failure to vote for an office or measure shall not be construed as an invalid ballot for that office or measure. It shall be considered as no vote and not considered when determining a majority or plurality.
 - c. The ballot shall be mailed to the membership no later than April 15.
 - d. To be counted, ballots must be postmarked no later than June 1 and received by the Ballot Committee at the address printed on the ballot no later than June 15. All ballots shall be tallied by June 20.
 - e. The Ballot Committee shall retain and safeguard all ballots. Ballots shall remain sealed until time to tally.
 - f. After the tally, the Ballot Committee shall prepare a report that will include:
 - (1) Total ballots received.
 - (2) Number of ballots declared invalid by reason of failing to meet established deadlines.
 - (3) The number of votes for each candidate, including write-in candidates, arranged first by office and then in descending order of number of votes.
 - (4) The number of votes for and against each ballot measure.
 - (5) The dated signatures of all Ballot Committee members.
 - g. The Ballot Committee shall deliver its report to the Superintendent, each candidate, and the Publications Chair before July 1.
 - h. Any tie vote shall be resolved by a majority vote of the Board of Directors by secret ballot as soon as possible, but before August 1. These ballots shall be delivered to the Ballot Committee, who will re-tally and make a second report on the affected office or measure to the same individuals specified in item g.
 - i. The Publications Chair will publish the election results in the Division's official publication as soon as possible after receipt of the Ballot Committee's report.
 - j. Following dissemination of the final committee report, the Ballot Committee shall give all ballots received to the Secretary. The Secretary shall retain the ballots until October 15, when they shall be destroyed unless instructions to the contrary have been issued by the Board of Directors.
3. The ballot shall be prepared and votes cast as follows:
- a. When there is a single vacancy for an office, each voter shall be entitled to cast one vote for that office. The winner shall be the candidate receiving a plurality of votes cast.
 - b. When there are multiple vacancies for an office, such as the years when two Director positions are available, each voter shall be entitled to cast as many votes for that office as there are vacancies. The candidates will be considered in descending order of votes received, and as many as are necessary

- will be taken from the top of the list to fill the vacancies. For example, when two Director positions are being filled, the candidates receiving the highest and second-highest numbers of votes will be deemed the winners.
- c. Regardless of the number of voting options on a particular measure, each voter shall be entitled to cast one vote for that measure. The winning result will be the option receiving the highest number of votes.
 - d. Terms of office for successful candidates are specified in Article IV, Paragraph 3. Successful ballot measures shall take effect immediately, unless otherwise specified within the measures.
5. Special elections may be called as provided for elsewhere in the Bylaws and in the Policies and Procedures Manual. Special elections will be handled in the same manner as general elections, except that the dates shall be adjusted accordingly.
 6. Following submission of a Petition for Recall, the following procedures apply:
 - a. Upon receiving a Petition for Recall, the Board of Directors shall issue a call for a special election to take place no sooner than 60 days nor later than 90 days after the filing date. If an election is already scheduled within that period, the measure shall be placed on that ballot.
 - b. The recall measure shall be stated on the ballot as follows:
“Shall (name and office) be recalled and removed from office? [] Yes [] No”
 - c. The Ballot Committee shall promptly report the results of the vote on the measure to the Secretary. The Board of Directors shall then convene an immediate special BOD meeting, without the presence of the challenged officer or director. The purpose of this meeting shall be to declare, based on the outcome of the vote, whether or not the individual has been recalled. If the vote is affirmative to recall, then the individual is removed from office immediately. In any event, the Secretary shall immediately notify the individual of the outcome.
 - d. In order for a recall measure to pass, it must receive a three-fourths majority of votes cast on the measure.
 - e. The Secretary shall retain the ballots for at least 30 days after the special Board of Directors meeting. The BOD will authorize their destruction at its first regular meeting after the 30-day period.

Ballot Measures

1. The members have the right to submit any measure to a vote of the membership.
 - a. A petition to place an initiative measure on the ballot must have the signatures of at least 15 percent of members, dated not more than 90 days prior to filing. The petition shall contain the exact wording of the proposed measure and shall deal with only the proposed measure. Members of the excluded classes of Article III, Paragraph 3 will not be considered in determining the 15 percent threshold, nor shall their signatures be considered valid.
 - b. For the measure to be included on the ballot of any regular election, the petition must be filed with the Secretary before February 1. The Secretary will validate the signatures, certify the minimum required number of signatures has been obtained, and forward the measure to the Ballot Committee before March 1.
 - c. If the petition includes a request for a special election, the Board of Directors shall vote on the request at its next regular meeting. If the request is not approved, the measure shall appear on the ballot of the next general election.
2. The Board of Directors, by majority vote, may refer any matter to the membership for voting in any special or general election. The exact wording of the proposed measure shall be provided to the Ballot Committee before March 1, in the case of a general election. A measure being forwarded for a special election shall be submitted in accordance with the dates established for that election.

3. The members have the right to recall, and thus remove from office, any elected officer or director of the Division. To institute a recall, a Petition for Recall must be filed with the Secretary (with the Superintendent, if the Secretary is the subject of the petition). The petition must comply with the following requirements:
 - a. The petition must contain a clear statement of the name, office, and term of office of the individual whose recall is being sought.
 - b. The petition must contain a clear statement of the Just Cause for which recall is sought. The only Just Causes are those listed elsewhere in the Policies and Procedures Manual.
 - c. The petition must contain signatures of no fewer than 20 percent of members, dated no more than 60 days prior to filing. For this purpose, members of the excluded classes in Article III, Paragraph 3 will not be considered in determining the percentage threshold, nor will their signatures be considered valid.
 - d. The petition must deal with the recall of only one officer or director.

Records Management

1. The following policies apply to secretarial records:
 - a. All business records and correspondence of the Division shall be retained by the Secretary or his or her designee(s).
 - b. The Secretary shall be the custodian of all historical records, files, and correspondence of the Division.
 - c. All Division records shall be available for inspection by any member upon reasonable notice to the Secretary.
 - d. The Secretary, in the event of his or her resignation or removal from office, shall deliver all files, records, and other Division records to his or her successor or the Superintendent within 15 days.
2. The following policies apply to treasury records:
 - a. All financial records and correspondence of the Division shall be retained by the Treasurer or his or her designee(s).
 - b. All Division financial records shall be available for inspection by any member upon reasonable notice to the Treasurer.
 - c. The Treasurer, in the event of his or her resignation or removal from office, shall deliver all files, books of account, and other Division records to his or her successor or the Secretary within 15 days.
3. Some documents, by their nature, require retention in multiple copies or by offices other than specified in Paragraphs 1 and 2. These special requirements are:
 - a. The Articles of Incorporation shall be retained by both the Secretary and the Registered Agent.
 - b. Original copies of correspondence from the Internal Revenue Service pertaining to the Division's 501(c)(3) status shall be retained by the Treasurer, and copies shall be retained by the Secretary.
 - c. Documentation supporting the Division's 501(c)(3) status shall be retained by the Treasurer.
4. Records shall be retained until their destruction is authorized by one of the following:
 - a. in the case of ballots, the time specified elsewhere in the Bylaws and in the Policies and Procedures Manual.
 - b. A BOD-approved document retention plan, if any.
 - c. Majority vote of the Board of Directors.

Budget

1. The Treasurer shall prepare a budget for consideration by the Board of Directors at its regular meeting in the second quarter of the calendar.
2. Prior to preparing the budget, the Treasurer will provide for publishing to the Board of Directors and the membership the requirements and procedures for submitting budget requests. This information will be published sufficiently early for the Treasurer to include such requests in the proposed budget.
3. The budget for expenses related to non-electronic publication of the Division's official publication shall not exceed budgeted subscription receipts.
4. The Board of Directors is responsible for approving the budget and may make amendments prior to its approval.

Disbursement of Funds

1. All expenditures must be approved by a majority vote of the Board of Directors.
 - a. The budget is considered prior approval, and expenditures within a budgeted area will not be subject to a further vote of the Board of Directors.
 - b. Because the budget is a forecast, and not a hard-and-fast limit, expenditures not exceeding 110 percent of budget for a budget item do not require additional BOD approval. The responsible chair, however, should take them as a warning that further budget action may be required.
 - c. No obligations shall be incurred in the name of the Division without the prior approval of the BOD, except as otherwise specified in the Bylaws or in the Policies and Procedures Manual.
 - d. For payment or reimbursement, all bills must have an original receipt and an approved voucher.
2. The priority for the disbursal of funds shall be:
 - a. Legal expenses.
 - b. Clinic expenses.
 - c. Other expenses.
3. The Treasurer shall pay all authorized expenses from available funds in the treasury.

Treasurer's Reports

1. The quarterly Treasurer's Report for the Board of Directors shall show in detail all items of revenue and expense, arranged by budget category. It shall also include year-to-date totals and remaining balances relative to the budget.
2. The quarterly Treasurer's Report to the membership may be summarized and does not require the same level of detail as the report to the Board of Directors.

Standing Committees

1. The standing committees of the Division shall be:
 - a. Achievement Program
 - b. Audit
 - c. Ballot
 - d. Contest
 - e. Education
 - f. Membership
 - g. Nominating
 - h. Pacific Science Center Show
 - i. Publications
2. The Superintendent, with the approval of the Board of Directors, shall appoint the chairs and members of the standing committees, except as otherwise specified in the Bylaws and in the Policies and Procedures Manual.

Achievement Program Committee

1. The Achievement Program Committee is responsible for running the NMRA Achievement Program within the Division in accordance with the rules and guidelines of the national program.
2. The Achievement Program Committee Chair may appoint additional committee members as necessary to fulfill the requirements of the program.

Audit Committee

1. The Audit Committee is responsible for auditing the financial records of the Division every year.
2. The audit will be conducted between September 15 and October 31, but not before the Treasurer has indicated the books are closed for the prior fiscal year.
3. The Audit Committee will submit its report to the Board of Directors at its regular meeting in the fourth quarter of the calendar year.

Ballot Committee

1. The Ballot Committee's responsibilities are outlined in the "Election Procedures" section of the Policies and Procedures Manual.

Contest Committee

1. The Contest Committee is responsible for running any contests held at the division level.
2. The Contest Committee Chair serves as a single point of contact and coordination for contest chairs of the various clinics throughout the Division.
3. The Contest Committee Chair is responsible for disseminating information regarding changes to the NMRA contest program.

4. The Contest Committee Chair may appoint additional committee members as he or she deems necessary.

Education Committee

1. The Education Committee serves as a clearinghouse of information regarding the Division's education programs.
2. The Education Committee Chair maintains contact and coordinates with the region and national Education Chairs.
3. The Education Committee Chair may appoint additional committee members as he or she deems necessary.

Membership Committee

1. The Membership Committee is responsible for membership recruiting and retention efforts at the division level.
2. The Membership Committee Chair works closely with the region Membership Chair to support and operate region-wide membership programs.
3. The Membership Committee ensures that membership information is available at all public events sponsored by the Division, and at non-Division events when feasible.
4. The Membership Committee Chair may appoint additional committee members as he or she deems necessary.

Nominating Committee

1. The Nominating Committee's responsibilities are outlined in the "Election Procedures" section of the Policies and Procedures Manual.

Pacific Science Center Show Committee

1. The Pacific Science Center (PSC) Show Committee is responsible for all aspects of the Division's annual show.
2. The PSC Show Committee Chair may appoint additional committee members as he or she deems necessary.

Publications Committee

1. The Publications Committee is responsible for all official publications of the Division, in any medium.
2. The Division's official publication shall be known as the *Grab Iron*.
 - a. The *Grab Iron* shall be published in an electronic format on an ongoing basis, in the format generally known as a web blog, or blog.
 - b. A printed version of the *Grab Iron* will be made available on a subscription basis.
 - (1) The printed version shall consist solely of a printout of all the blog posts for a calendar month.
 - (2) The printed version will be mailed to subscribers no later than the 10th day of the following

- month, but as soon as possible.
- (3) The subscription rate shall be specified in the Division budget, but may be modified with Board of Directors approval during the course of the year if actual costs justify such modification. In no case will a subscriber be required to pay additional subscription fees to maintain a subscription for the agreed-upon term.
 - (4) Subscription rates for the printed version shall reflect the actual cost of providing the printed version. This means subscription rates for mailing to other countries may be higher than for domestic subscriptions, due to higher postage costs. In accordance with NMRA Regulations, fees for out-of-division subscribers may not be higher than for in-division subscribers unless costs are legitimately higher to serve those subscribers.
- c. The *Grab Iron* content shall include, but not be limited to:
- (1) Minutes of all Board of Directors and General Membership meetings, or links to locations where these are posted on the Division web site.
 - (2) Quarterly Treasurer's reports, or links to locations where these reports are posted on the Division web site.
 - (3) Notice of upcoming Board of Directors and General Membership meetings.
 - (4) Notice of upcoming Division-sponsored events.
 - (5) Notice of upcoming non-Division-sponsored events that may be of interest to Division members.
 - (6) Election results.
 - (7) Articles reporting on Division events that have taken place.
 - (8) Other announcements and information as are pertinent to the operation of the Division and the enlightenment of the membership.

Amendments

- 1. This manual may be amended by the Board of Directors. A plurality of BOD members voting is required for an amendment to pass.
- 2. Amendments to this manual shall be effective immediately upon approval unless the motion to amend contains wording to the contrary.
- 3. As with any Board of Directors action, the membership may call for a general membership vote to confirm or overrule the amendment.

POLICIES AND PROCEDURES MANUAL APPENDICES

Fourth Division, Pacific Northwest Region

National Model Railroad Association, Inc.

Appendix A

Modular Model Railroad Sponsorship Program

1. General

- a. The purposes of the Fourth Division (4D) are to:
 - i) Educate persons engaged in model railroading in methods of building and operating model railroad equipment and prototype practices.
 - ii) Develop the technical skills of persons engaged in the art and craft of model railroading
 - iii) Encourage the collection and preservation of historical data and to promote education about railway history through model railroading.
 - iv) Facilitate communication among all model railroaders, both members and non-members.
- b. The 4D Board of Directors has determined that the best way to reach its audience, especially non-members and potential model railroaders, is through modular model railroad participation at train shows and other public activities. To achieve that public representation, the Fourth Division has created this Modular Model Railroad Sponsorship Program. This program provides financial assistance and administrative assistance to modular model railroad groups to help them achieve the Fourth Division's organizational purpose.

2. Sponsorship Program

There are two types of Sponsored Modular Model Railroads: "4D Modular Groups" created by 4D and "Supported Clubs," which are Clubs with 100% NMRA membership who have asked the Division for support and which meet the Division's criteria. Both types are eligible for financial support, administrative support, and publicity for their activities.

- a. **Requirements for Sponsorship** The following conditions must be met for a Group or Club to be considered for inclusion in the Modular Model Railroad Sponsorship Program:
 - i) It is based within the geographic boundaries of Fourth Division.
 - ii) It achieves and maintains 100% NMRA Membership.
 - iii) Any 4D member in good standing may apply for membership in it.
 - iv) It demonstrates continued effort to achieve the Fourth Division and NMRA organizational purposes.
 - v) It actively participates in and supports 4D and NMRA activities, in addition to its own activities.
 - vi) It actively participates in general management of 4D with respect to support, funding and activities.
 - vii) It has, or will create, operating documents governing its conduct, including referring to, and abiding by, the NMRA guidelines for anti-harassment and anti-discrimination, and will submit a copy to the 4D Board to validate that it agrees with 4D purposes.
 - viii) It designates an individual to be the contact point with the 4D Treasurer for reimbursement.
 - ix) 4D Modular Groups do not charge dues or fees for participation by NMRA members. Supported Clubs may charge.
- b. **Expectations**
 - i) Support the Fourth Division and the NMRA organizational purpose by:
 - (1) Serving as active and effective NMRA and 4D ambassadors to layout visitors, promoting the hobby, and educating the public about model railroading, etc.
 - (2) Encouraging existing NMRA members to attend local clinics and volunteer as clinicians.
 - ii) Recruit New NMRA Members by:

- (1) Maintaining and displaying NMRA membership materials at their layout.
- (2) Actively recruiting new NMRA members, regardless of their scale or interest in the Group or Club.
- (3) Assisting the Membership Chair by providing manpower to staff the 4D NMRA Membership Booth, as coordinated by the Membership Chair.
- iii) Support 4D Dedicated Fundraiser Shows by making its layout available and, if the layout is not used at the show, providing volunteers to help at the show. NOTE: Proceeds from 4D Dedicated Fundraiser Shows go directly to the 4D Treasury and provide 4D with the bulk of the funds needed to run local clinics, fund the Modular Model Railroad Sponsorship Program, and administer the operations of 4D. There is currently one dedicated fundraiser show: The Pacific Science Center show.
- iv) Update the 4D Board on its activities, recruitment results, and how 4D funds are spent, either by a written statement to the Superintendent or in person at a Board meeting.

3. Sponsored Modular Model Railroads

- a. *4D Modular Groups* are created by and are an integral part of the 4D organization. They are created by the 4D Board when the Board, or a group of Fourth Division NMRA members, seek their formation.
 - i) 4D Modular Groups are obligated to support the 4D organizational purpose and adhere to 4D Bylaws and Operating Procedures. Groups created by the 4D Board are automatically sponsored.
 - ii) 4D Modular Groups exist independently of their members. If all members of a Group were to leave, the Group name, physical group level, and financial assets remain with 4D until such time as the Board finds new members or dissolves the Group.
 - iii) The Board allows 4D Modular Groups to receive income from all shows and activities except those designated as 4D Dedicated Fundraisers. Income earned by a 4D Modular Group through 4D-sponsored activities is 4D income, held in the 4D Treasury in a segregated account for that Group. Groups may accrue a maximum of \$5,000 in escrow for its exclusive use for any purpose determined by the group consistent with “*Section 4. 4D Financial Support.*” Group income over that maximum escrow amount is deposited in the 4D Treasury without reservation. Escrow accounts are expected to be used before asking the Board for money.
- b. *Supported Clubs* are existing or new groups outside the 4D organization that have been approved to receive funds by the 4D Board. Supported Clubs may earn and retain income from any and all activities conducted by the Club except participation in designated 4D fundraiser activities. Income earned by Supported Clubs is not 4D money and is not maintained in the 4D Treasury. Each Club maintains its own account. The Club shall inform the Board of income received for participation in NMRA 4D-sponsored activities.
 - i) Physical items purchased with 4D funds for the support and operation of Supported Clubs remain 4D property and are considered on loan. The Supported Club is expected to maintain such items in good condition and maintain a current inventory. Should the Supported Club leave the Sponsorship Program, 4D-owned items must be returned to 4D. Alternatively, the Supported Club may request to purchase 4D-owned items at full price.
- c. There is currently no process for a Supported Club to become part and integral of the 4D organization.
- d. Some events contract directly with 4D rather than with each individual Group or Club. In these cases, once 4D receives payment from the event, the 4D Treasurer distributes the funds to each participating Group’s escrow account or participating Club per the terms of the contract, or evenly if not specified.
- e. Current 4D Sponsored Modular Groups:
 - i) 4D Hi Rail Modular Group
 - ii) 4D HO Modular Group
 - iii) 4D NTRAK Modular Group

- f. Current Supported Clubs:
 - i) Bremerton Northern Model Railroad Inc
 - ii) Pacific NW On30

4. 4D Financial Support

- a. Financial support is based on available 4D funds and is intended to be a helping hand, not to fund every aspect of a Sponsored Modular Model Railroad, or necessarily even fully fund any particular budget request. The 4D Board will generally consider budget requests only for Group- or Club-level items.
- b. 4D assets may not be used for personal gain. 4D funds, whether budgeted or escrow, may not pay for building or improving personal modules nor cover personal expenses like travel or lodging. Exceptions must be arranged in advance and documented in Board minutes.
- c. Items purchased using 4D funds are 4D property.
- d. There are three categories of support:
 - i) *Operations and Maintenance* Repair or replacement of damaged or worn-out 4D equipment, 4D-owned modules, or scenery on 4D-owned modules. See “Section 5” below.
 - ii) *Capital Purchases* 4D normally supports purchase of generally non-consumable items. See “Section 5” below.
 - iii) *Travel* Drivers who use their personal vehicles to tow trailers carrying a Sponsored Modular Model Railroad to an activity provide a service to the Group or Club and to 4D and may seek mileage reimbursement for this service. See “Appendix C Travel Reimbursement”

5. Examples of Operations/Maintenance and Capital Equipment

This list is not exhaustive. If you have questions, or wish to request an exception, contact the 4D Board.

- a. *Group/Club Level Items* Command/control systems, power supplies, module skirting, fireproofing materials, crowd control stanchions, transportation/storage carts/racks for modules and equipment, power distribution devices, circuit breakers, extension cords, cable protectors, power strips, lights and lighting systems for 4D-owned modules, Group banners, etc.
- b. *Starter Modules*
 - i) Group members are expected to build and maintain their own modules at their own expense. However, 4D will fund starter modules such as the four corners of a loop layout, the balloon ends of a dog-bone layout, and terminal or junction modules for a point-to-point layout. Starter modules consist of benchwork (wood, fasteners, hardware, etc.), track, and basic scenery (ballast and ground cover).
 - ii) The 4D values a common look and feel between 4D-owned and personally-owned modules to improve the professional appearance of a layout, thus 4D-owned basic scenery materials are permitted in small quantities on personal modules for this purpose e.g., special ballast color blends and turf ground foam blends. On a per-module basis, the value of these are negligible and does not rise to the level of personal gain.
 - iii) A caretaker must be assigned to maintain the 4D-owned modules. Further scenic embellishments of 4D-owned modules such as structures or trees are considered the personal property of the member installing them. If the 4D-owned module changes caretakers or is returned to 4D, these items may be removed and retained by the member. Or, the member may leave everything installed and donate it to 4D.
- c. *Specialty Tools* such as PowerPole crimpers and data cable crimpers are acceptable, but ordinary tools like pliers, screwdrivers, drills, saw blades, etc. (even if intended for Group or Club use) are not, since they are too difficult to track.
- d. *Special Cases* 4D Modular Groups may use their escrow funds to bulk purchase items for their members and have members reimburse 4D for their cost. Until reimbursement, these items are 4D property. Examples include specialty connectors, module cabling, and Group clothing like shirts, aprons, and vests.

- e. *Group/Club Level Items* such as yard complexes, lift bridges, etc., that would be difficult for individual members to fund and build on behalf of the larger group. See “5.b Starter Modules” above for module composition.
- f. *Trailers* for transporting 4D-owned modules and equipment may also be used for privately-owned modules and equipment of group/club members, if space is available. Trailers are capital assets maintained by the 4D and not by the Group/Club. 4D Modular Groups are not asked to purchase, maintain, or license them. The Groups/Clubs requesting a trailer must research and determine the appropriate trailer for purchase. 4D will pay for the entire purchase price including tax and license. 4D will determine the appropriate level of insurance for the trailer and 4D-owned contents. Insurance for member-owned contents is the responsibility of the individual members. A caretaker must be assigned whose address will be listed on the registration.

6. Donations

Each Group/Club may receive donations on behalf of the Fourth Division. See “Appendix B. Donations and Disposition of 4D-Owned Property”

7. Budget Requirements

- a. Each Group or Club will provide an annual budget request for funding for the next fiscal year at the 4D annual budgeting meeting. The budget request shall include:
 - i) A list of members and their NMRA membership numbers to demonstrate eligibility for sponsorship.
 - ii) A detailed budget request for maintenance/operations and capital expenditures specifying items to be purchased and their costs.
 - iii) A detailed list of the activities and events in which the Group or Club will participate during the coming fiscal year.
 - iv) A budget request to cover anticipated transportation costs for the year, consistent with the schedule provided.
 - v) Anticipated reimbursements for expenditures from the Group escrow account to include a simple description of the use of the funds (not required for Supported Clubs).
 - vi) 4D Modular Groups are expected to use their escrow funds before requesting further funds from 4D, except for trailer-related expenditures and travel reimbursement.
- b. The budget request will be considered by the Board and the Group or Club will be advised of approval.
- c. Requests for revisions to approved budgets will be considered by the Board in the normal order of business. In normal order, requests must be submitted and approved in advance.
- d. The Treasurer will notify all Groups or Clubs covered by this policy if there is a shortage of funds or if, for any other reason, previously-approved budget items cannot or will not be supported.
- e. Funds will be provided to the specific Group or Club on receipt of a request for reimbursement from the designated individual.
 - i) Reimbursement will be predicated on the approved budget and funds available in the 4D Treasury.
 - ii) Reimbursement requests should be submitted within thirty days of the expenditure.
 - iii) Reimbursement requests received more than 30 days past the end of the fiscal year in which expenses were incurred will only be honored if previously coordinated with the 4D Treasurer.
- f. Approved budgets expire at the end of the 4D fiscal year. Funds do not carry over to the next year.

8. Audits of 4D Materials

- a. Groups and Clubs are fiscally responsible for the proper care of any 4D items in its possession. The Board may direct an audit of the 4D materials in their possession. They shall properly present all materials requested for identification in a timely manner. Any material items deemed to be missing or

not properly maintained shall be brought immediately to the attention of the Board for appropriate action.

Appendix A Revision Log		
<i>Revision</i>	<i>Date</i>	<i>Description</i>
New	Approved via email, April 2, 2019	<p>This appendix consolidates documented and undocumented positions taken by the 4D Board of Directors (BOD) with regard to Sponsoring Modular Model Railroads into one document and provides additional detail where there was previously none.</p> <p>Board approval of this appendix on the date noted constitutes a new policy going forward and supersedes all prior documented and undocumented BOD positions or policy for creation and sponsoring of modular model railroads. Subsequent changes to the Modular Model Railroad Sponsorship Program will be documented as revisions to this appendix.</p>

Appendix B

Donations and Disposition of 4D-Owned Property

1. General

Fourth Division (4D) officers, 4D Modular groups, Supported Clubs, clinics and committees, and individual 4D members may accept donations on behalf of Fourth Division. This procedure describes how to process the donation and what happens to donated items. The process for disposing of donated items is the same as for other 4D-owned property.

2. Donations

a. Restrictions on Donations

NMRA regulations prohibit accepting donations with restrictions or limitations. Donations accepted on behalf of 4D cannot be given directly to 4D members as 4D assets cannot be used for personal gain. Fourth Division is a 501(c)(3) non-profit corporation and can provide IRS tax letters for donations.

b. Understanding the Donation

Donors should understand to whom they are making their donation and the lack of restrictions on it, including that 4D could sell their donated items. NMRA rules prevent accepting donations with restrictions (like “Don’t sell this on eBay.”) The 4D contact must tactfully reject donations with restrictions.

i) 4D is *not* involved when:

- (1) The donor is clear the donation is to the person they are talking to and not the group, club, or organization which they represent; or to 4D; and the donor does not desire an IRS tax letter from 4D.
- (2) The donor is clear that the donation is to a Supported Club (see “*Appendix A Modular Model Railroad Sponsorship Program*” for definition). These clubs are not part of the 4D organization, the donation is not to 4D, and no IRS tax letter can be provided by 4D.
- (3) The donor places restrictions on how the donation can be used.

ii) If the donations are to 4D, this procedure applies if:

- (1) The donor wants to make the donation to a 4D Modular Group (see “*Appendix A Modular Model Railroad Sponsorship Program*” for definition), committee, or clinic or to 4D directly, or desires an IRS Tax Letter from 4D.
- (2) The donor understands that IRS rules prevent 4D from assigning a value to the donation and that the donated items could be sold.

iii) If the donation is unclear, or information about the donation was not collected, the donation is considered as being to 4D.

c. The Donation Itself

- i) Once accepted, all donations become 4D assets and therefore cannot be used for personal gain. Donated items or money cannot be given directly to individual 4D members. 4D Modular Groups, Supported Clubs, Clinics, Committees and individual Members may indicate interest in donated items and may be able to obtain them from 4D as outlined in the disposal process.
- ii) Cash donations go directly into the 4D Treasury and not to the escrow account of a 4D Modular Group or against the budget of a Clinic, Committee, or to a Supported Club, with the exception of:
 - (1) *Coffee Funds* Donations for refreshments at local clinics and 4D sponsored events do not need to be reported individually, nor is donor information collected, and no IRS tax letters are provided by 4D. These donations may be retained by the clinic chair or a designee against the purchase of future refreshments. Use of excess funds for charitable donations is allowed. Each clinic chair should submit with their budget request an estimate of the total amount of coffee fund donations and provide it to the Treasurer.

- (2) *Event Break Room Funds* Donations for refreshments in event break rooms are collected by the event committee chair and turned over to the 4D Treasurer and considered event income.

d. Information Needed from the Donor

- i) Donor's name and address
- ii) To whom are they donating, i.e., Group, Club, or the Division
- iii) Do they have any restrictions regarding the donation?
- iv) Do they want an IRS tax letter?

e. Donation Process

- i) Accept the donation on behalf of 4D.
- ii) Except as noted above, forward the donation and donor details to the 4D Superintendent, including, as applicable, financial instruments or an inventory.
- iii) Indicate whether the receiving Group, Club, Clinic, Committee or any individual 4D member aware of the donation is interested in any donated items.
- iv) Specify the caretaker of the donation pending disposition by the Board, unless other arrangements are made with the Superintendent.
- v) If needed, the Superintendent or his designee will write the IRS tax letter and forward any funds to the 4D Treasurer for deposit into the 4D Treasury.
- vi) Remaining donated items will then be disposed of by the Board using the process below.

3. Disposal Process for Donations and Other 4D Items

Donations, and any 4D-owned items a group, club, clinic, or committee no longer wants, will be treated using the following process.

- a. The Board will offer the items to interested 4D Modular Groups, Clinics, and Committees.
- b. The Board will offer unclaimed items generally to entities within the 4D organization and to Supported Clubs.
- c. Unclaimed items will be categorized by the Board as:
 - i) Indefinite storage against some future use
 - ii) Surplus to the needs of 4D and designated for donation to another 501(c)(3) organization
 - iii) Surplus to the needs of 4D and for sale at fair market value to interested individuals.
 - iv) Surplus to the needs of 4D and to be disposed of using the Surplus Process below.

4. Surplus Process

Items declared surplus to the needs of 4D will be disposed of using the following process:

- a. Items are offered for sale to 4D general membership at fair market value or at auction where the bids will establish fair value.
- b. Any remaining items are offered for sale to the general public, including other non-sponsored organizations, at fair market value or at auction.
- c. Any remaining items are offered free to anyone who wants them. There is no personal gain because Surplus Process steps 4.a and 4.b established a zero market value.
- d. The remaining items are discarded in the most economical manner possible.

5. Funds Raised

Funds raised from the sale of 4D-owned property are deposited directly in the 4D Treasury and not into any modular group escrow account or against the budget of any 4D Clinic or Committee unless approved by the Board.

Appendix B Revision Log		
<i>Revision</i>	<i>Date</i>	<i>Description</i>
New	Approved via email, April 2, 2019	<p>This appendix consolidates documented and undocumented positions taken by the 4D Board of Directors (BOD) with regard to donations into one document and provides additional detail where there was previously none.</p> <p>Board approval of this appendix on the date noted constitutes a new policy going forward and supersedes all prior documented and undocumented BOD positions or policy donations to 4D. Subsequent changes to this procedure will be documented as revisions to this appendix.</p>

Appendix C

Travel Reimbursement

1. Policy and Procedure

- a. Travel reimbursement is only available for two purposes. Contact the 4D BOD prior to incurring expenses for exceptions such as renting trucks or trailers to move 4D equipment or layouts, etc.:
 - a. Drivers towing trailers containing modules and/or equipment for Sponsored Modular Model Railroads to and from train shows and other functions, to and from maintenance, and between caretakers will be reimbursed for mileage, trailer parking fees, bridge tolls and ferry tolls. Modular groups must in good faith concentrate the modules and equipment in as few trailers as possible.
 - b. Clinicians traveling to and from clinic sites will be reimbursed for mileage after a threshold, parking fees, bridge tolls and ferry tolls

2. Restrictions

- a. Fourth Division will only reimburse miles traveled within each of the two major geographic areas of the Division, i.e., travel to and from Alaska is not automatically reimbursable. Contact the 4D BOD.
- b. Reimbursable expenses are limited to mileage from your home location to the event site and back, plus parking fees, bridge tolls, and ferry tolls.
- c. You must complete a Travel Expense Reimbursement form and include receipts for parking and tolls to get paid. Travel reimbursements for other persons or other expenses require prior approval by the 4D Board of Directors.
- d. Trailer towing expenses will be charged to a group or club's 4D expense budget. Clinician travel expenses will be charged to the clinic's or event's expense budget. Estimates for travel expenses must be included in the annual expense budget request.

3. Calculating Mileage

- a. Use Google Maps to determine the shortest distance between the home location and the event site. If travel includes ferry travel, subtract the ferry segment miles shown on the Google directions. Multiply the resulting distance by two. You may optionally attach a printout from Google Maps as proof of miles.
- b. 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 member's homes, for trailer maintenance, and to transfer trailers between caretakers are also reimbursable.

4. Calculating Reimbursement

- a. **General** Multiply miles by the standard IRS business mileage rate for the calendar year containing the event. 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" plus the year (e.g. "Federal mileage rate 2017"). Pick the link that contains "irs.gov." Note-For events that span a calendar year end, use the higher of the rates for the two years for the entire event.
- b. **Trailer Towing** All trailer towing mileage is reimbursable. Use the total miles calculated times the standard IRS business mileage rate.
- c. **Clinician Travel** Travel under one half hour (30 miles) from the clinicians' home to a clinic site is not considered to be a burden on the clinician. Therefore, the first sixty (60) round trip miles of clinician travel are not reimbursed. Determine total round-trip mileage and subtract 60 miles. Multiply the remaining miles by standard IRS business mileage rate

- d. **Completing the Form** Mileage reimbursement forms can be found at 4dpnr.com/members
- (1) For trailer towing, the person doing the towing should fill out the form
 - (2) For clinicians, it depends if the clinician is an NMRA member
 - i. If the clinician is not an NMRA member, the chair of the event will fill out and submit the form. The 4D Treasurer will mail the check to the clinician at the address provided on the reimbursement form
 - ii. If the clinician is an NMRA member, the chair of the event can fill out and submit the form or the clinician can fill out and submit the form with the event chair signing as “approver.”
 - (3) If the show venue is on the list below, enter its name or abbreviation in the address field. If not, provide the full name and address of the show venue. Contact the 4D Treasurer at treasurer@4dpnr.com to add venues to the list.
 - i. 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.
- e. **Train Shows** Here are some of the more popular local train shows. The links go to Google Maps.

Site	Abbreviation	Address
Great Train Expo	Puyallup	Puyallup Fairgrounds 110 9th 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 179th Ave SE Monroe, WA 98272
Pacific Science Center Show	PSC	Pacific Science Center 200 2nd 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

Appendix C Revision Log		
<i>Revision</i>	<i>Date</i>	<i>Description</i>
New	Approved via email, April 2, 2019	Converted Mileage Reimbursement Appendix Rev E to Executive Handbook Appendix C. Subsequent changes to this procedure will be documented as revisions to this appendix.