

**Policy Manual  
Pacific Northwest Region, 7<sup>th</sup> Division  
National Model Railway Association Canada**

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By the Division Superintendent 7<sup>th</sup> Div. PNR - NMRA Canada

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**PURPOSE**

The purpose of the Pacific Northwest Regions (PNR) 7<sup>th</sup> Division, National Model Railway Association (NMRA) Canada – hereafter called the ‘Division’ – Policy Manual – hereafter called the ‘Manual’ - is to define all policy in regards to the operations of the Division that are not already defined in the Division Constitution and Bylaws. The latter two documents always supersede the Manual.

**MAINTENANCE**

The Division Superintendent shall hold the original Manual in electronic format and shall be responsible for Manual maintenance. The Superintendent may appoint a Division member in good standing to perform the maintenance function. The Division Secretary shall hold a copy of the Manual in electronic format. A PDF copy of the Manual shall be posted on the Division web site.

**AMENDMENTS**

Any Division member in good standing may submit a Manual amendment request to the Superintendent. The Division Directors shall approve or deny all amendments. A vote by the Division general membership is not required to approve amendments.

**DIVISION HIERARCHY**

The NMRA is a non-profit corporation. It has a President and other officers and a Board of Directors. The Headquarters of the NMRA are in Chattanooga, Tennessee, with several paid staff members. Many of the functions of the NMRA are performed by the Departments, which are staffed by volunteers. The NMRA holds a National Convention each year at a selected site, usually within North America.

The NMRA is divided into 17 Regions which cover the United States, Australasia, Canada and the British Isles. Each of the 15 Regions which cover the United States and Canada are made up of, with one exception, two or more adjoining states/provinces or parts of states.

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The PNR has seven divisions: 1st Division - Southwestern Oregon; 2nd Division - Northern Oregon and Southern Washington; 3rd Division - Southern Idaho and Eastern Oregon; 4th Division - Western Washington and Alaska; 5th Division - Eastern Washington, Northern Idaho and Western Montana; 6th Division - Alberta, Saskatchewan, and part of Montana; 7th Division - British Columbia, Yukon and the Northwest Territories. Additional information is available at [www.nmra.org](http://www.nmra.org)

Canadians who reside within the 7th Division boundaries pay their dues to NMRA Canada and are therefore automatically members of the NMRA, the PNR and the 7th Division.

The 7th Division Superintendent is automatically a PNR Director and as such is required to attend PNR Board of Directors (BOD) meetings, usually held at the annual PNR convention. The Superintendent may appoint a Division member in good standing as his proxy in the event that he cannot attend a BOD meeting. The proxy member must hand deliver to the meeting chair, a written, signed letter from the Superintendent giving the member his proxy for each specific meeting.

The 7th Division is required to host a PNR annual convention once every seven years. The schedule is determined by the PNR BOD. A PNR convention is not usually held in a year when the NMRA National Convention is held within the PNR.

**SOCIETY STATUS**

The Division is a registered BC Society, Number S-0017942. The Division was assigned Business Number 84930 8887 BC0001 on November 23, 2011.

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**LEGAL SERVICES**

The 7th Division shall use the services of a qualified legal adviser when required. Legal services are required to submit BC Society reports, help with Bylaw and Constitution amendments and from time to time to clarify issues such as member's privacy concerns. Any legal concerns should be sent to the 7th Division executive who shall forward them to our advisor for clarification.

**POLICY**

**DIVISION MEMBER PRIVACY**

Division member personal information must not be distributed to any third party individual, organization, society, business or company outside of the Division without the member's permission. Member's basic personal contact information – name, address, phone number, NMRA membership number, membership expiration date and email address – may be distributed to Division members in good standing in electronic or hardcopy format without the member's permission as reasonably required. Member personal information shall not be posted on the Division web site without the member's permission with the exception of the Standing Committee members' basic contact information.

**COMMUNICATION**

All requests for the dissemination of Division information to the Division membership shall be made to the Division Secretary. The Division secretary will disseminate Division information in electronic format where possible; in the Division newsletter - the Bulletin Board (BB); and when applicable on the Division web site.

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**ELECTIONS**

The Division Directors shall be elected for two-year terms as stipulated in the Division Bylaws. The Superintendent shall appoint a nominating committee no later than March 31<sup>st</sup> and a returning officer no later than May 31<sup>st</sup>. A call for nominations shall be published in the Mar/Apr and May/Jun Bulletin Boards (BBs); the election ballot shall be included with the Jul/Aug BB; and the election results shall be published in the Oct/Nov BB. The elected Directors positions take effect Dec 1<sup>st</sup>. Each Director shall submit an annual report to the Division Secretary prior to each Annual General Meeting (AGM).

**APPOINTED POSITIONS**

The Superintendent, with input as required from the Division Directors, shall appoint the following listed positions and additional positions as required: Standing Committee members for the Division Subdivisions as listed on the Division website; Publicity Coordinator; Achievement Program Chairman; Video Library Coordinator; BB Editor; BB Printing and Distribution Coordinator; Member Aid Coordinator; Membership Coordinator; Ross Heriot Award Coordinator; Jack Work Award Coordinator; and Web Master. Each member in an appointed position shall submit an annual report to the Division Secretary prior to each AGM.

**EXPENSES**

All Division Directors; Standing Committee members; and members in good standing that have been appointed by the Superintendent may request reimbursement for expenses incurred to conduct official Division business. A minimum of \$10 and a maximum of \$50 may be requested. The Division Directors shall pre-approve expenses over \$50. All receipts with an explanatory cover letter must be submitted to the Division Treasurer for reimbursement within one year of the expenses being incurred.

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**BULLETIN BOARD**

The Superintendent will appoint an editor to produce the Division newsletter, the Bulletin Board (BB). The purpose of the BB is to provide information about the Division and model-railway-related activity for the benefit of the membership. The publishing schedule is Jan/Feb, Mar/Apr, May/Jun, Jul/Aug, Sep/Oct and Nov/Dec. The BB shall be produced as a PDF file and distributed electronically to all members in good standing, unless a member requests to receive it in hardcopy form. The Superintendent shall appoint a BB distribution team as required.

**WEB SITE**

The Superintendent shall appoint a web master to maintain a Division web site. The purpose of the web site is to provide information about the Division and model-railway-related activity for the benefit of the membership and to encourage new membership. The Division Directors will direct the web master in regards to web content as required. All requests for information to be posted on the web site shall be sent to the web master. The web master reserves the right to accept or deny all requests, to edit all material he receives prior to posting it and remove content at his discretion. Commercial ads will not be accepted; however a list of hobby shops will be posted.

**DIVISION SPONSORED EVENTS**

Organizing committees for all not-for-profit events held within the Division boundaries are eligible to request Division sponsorship. A written request - in either hardcopy or electronic form - for sponsorship may be made to any Division Director and shall be made at least four months prior to the event date. The event must meet all of the following requirements to receive sponsorship. The Division Directors shall make the final decision on whether an event will be sponsored or not and what level of sponsorship will be provided.

The term 'event' includes, but is not limited to: public one-day shows; full multi-day meets/conventions with or without public shows; one-day NMRA membership meetings with or without clinics; and swap meets. Other activities, either 'stand alone' or included with other activities may, in the judgment of the BOD, be sponsored as well.

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Sponsorship will include but is not limited to: NMRA public liability insurance; free advertising in the Bulletin Board and on the Division web site; distribution of the event registration form with the Bulletin Board and on the Division web site.

The Division encourages and supports new events and membership meetings. The Division will provide funds for room rentals for all membership meetings within each sub-division. Pre approval of room rental funds by the Division Directors is preferred for new events.

The Division, upon request, may provide start-up funds for all events including new events or the organization of a one-time event such as a Spring meet. Start-up funds are expected to be returned to the Division following the events completion. To receive start-up funding, the proposed committee shall send a request in writing to the Division Superintendent outlining the proposed event, including a budget. The Division shall reimburse the event organizing committee members - that are Division members in good standing - for all reasonable personal expenses they incurred if the event income did not cover the event expenses. The Division Directors will decide what is reasonable.

The Division Directors reserve the right to: 1) advise the event organizing committee members on all details of the planning and execution of the event, and 2) revoke the sponsorship during the planning stage if they have evidence that the event will not at least break even financially and/or that the requirements stated here are not being adhered to.

All events must meet the NMRA Insurance requirements as stated at [www.nmra.org](http://www.nmra.org).

All event advertising media must state that the event is sponsored by the "PNR 7<sup>th</sup> Division, NMRA Canada."

Every event organizing committee member must be an NMRA member in good standing to be covered by the NMRA liability insurance.

All non-NMRA members that participate as clinicians or provide their home layout for layout tours must sign an NMRA Insurance Waiver (Appendix A) prior to participation in the event.

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All events shall allow all Division members in good standing and all companies, businesses and exhibitors that provide model-railroad-related goods, services or exhibits an opportunity to participate in the event on a first-come first-serve basis.

The event organizing committee shall develop a local code of conduct statement that applies to all event participants. A sample code of conduct statement is included in Appendix B. This statement shall be included in the event registration package. The organizing committee must inform a registrant in writing – with a copy to the Division Superintendent - as soon as possible indicating that they have violated the code of conduct during an event and state any subsequent consequence - such as possible exclusion or exclusion from future events. The event organizing committee reserves the right to limit individual registrations with stated cause. Reasons to reject a request include, but are not limited to:

- the event is sold out,
- the goods or services offered are not normally associated with the model railroad hobby,
- the quality of sales items are not adequate for the type of event, and/or
- a previous code of conduct violation

The organizing committee for all sponsored events shall submit to the Division treasurer, within three months of the events completion; 1) a final event financial statement that details income and expenses; 2) funds that total a minimum of 20% of the net event profit; 3) if applicable, all start-up funds that the Division provided to the event.

Distribution of event profit funds must be to not-for-profit organizations. No individual can accept funds for personal use. The committee for a repeating event held on a regular schedule may hold funds in reserve in a bank account to help fund future events. If a repeating event ceases to exist, the Division Directors have the right to recommend distribution of the reserve funds.

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**AWARDS**

Ross Heriot Award

The Ross Heriot Award is presented annually to the individual or individuals in the Division who has made a significant contribution to the Division. It is in appreciation of his/her unselfish devotion of time and effort to further the aims of the NMRA, the PNR and the hobby of model railroading through assistance and service for the benefit of all model railroaders within the division.

The award is an once-in-a-lifetime presentation and candidates are nominated by their peers. The award is a simulated gold spike on a plaque. A list is of recipients is available on the Division website.

A Ross Heriot Award Coordinator will be appointed by the Superintendent. The coordinator shall request nominations not less than once a year and will consult with the Division Directors as required to determine if a nominee(s) meets the requirements. The award may not be given in every calendar year if insufficient nominations are received. The award shall be presented at the first meet or show that the recipient attends.

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**Jack Work Award**

Jack Work is considered by many to have been a pioneer in the hobby of model railroading. During the 1950's and 60's he shared much of his substantial knowledge and accomplishments with the modeling public through many articles in noted periodicals. After his death in June 1996, his stainless steel railway whistle was kindly donated to the NMRA PNR 7th Division and now is the basis of the Jack Work Memorial Trophy.

The Trophy is presented annually to the Division member who best exhibits the qualities that Jack Work displayed, namely: imagination, creativity, innovation, artistry, forward thinking, quality workmanship and the sharing of the results of these qualities with the rest of the hobby. The award may only be received once in a lifetime. The candidates are nominated by their peers.

The Award is based on modeling accomplishments and the sharing of those accomplishments and their appropriate model-building techniques and methods. A list of recipients is available on the Division website.

A Jack Work Award Coordinator will be appointed by the Superintendent. The coordinator shall request nominations not less than once a year and will consult the Achievement Program Coordinator and the Division Directors as required to determine if a nominee(s) meets the requirements. The award may not be given in every calendar year if insufficient nominations are received. The award shall be presented at the first meet or show that the recipient attends.

The trophy is held by the Division Publicity Coordinator for display at all meets and shows where the Division publicity display is set up. An engraved plaque with the recipient's name and award year shall be affixed to the trophy with the recipient receiving a keeper certificate.

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**ADVERTISEMENTS**

Commercial Ads

Requests for commercial ads to be published in the Bulletin Board shall be made using Appendix C and D forms. To help offset the cost of publishing the Bulletin Board Newsletter, commercial ads are encouraged and welcome.

Non-Commercial Ads

Division members in good standing may submit non-commercial ads free of charge to the Division Web Master and/or the Bulletin Board (BB) editor to sell model-railroad-related goods in their possession in the 'Buy and Sell' BB section or the web page. The ad must be sent in electronic format and is limited to 40 words plus contact information per ad. All ads may be edited as required. The web master, the editor and the Division Directors reserve the right to accept or refuse all ads. An ad will be published in three consecutive BB issues or for 6 months on the website unless the owner requests its removal. Ads will only be published in the Bulletin Board on a first-come-first-serve basis and only if space is available. Photos cannot be published.

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**APPENDIX A**

(also available for download on the Division website or at [www.nmra.org](http://www.nmra.org))

NATIONAL MODEL RAILROAD ASSOCIATION, Inc.  
EVENT INSURANCE ACKNOWLEDGEMENT & ELECTION FORM

I, \_\_\_\_\_ ,

on my own behalf or on behalf of:

\_\_\_\_\_ do sign and acknowledge the contents of this information form concerning event liability insurance and NMRA membership benefits with regard to the clinics, tours or other events, which are part of the program hosted or co-hosted by

\_\_\_\_\_ for its

\_\_\_\_\_ during \_\_\_\_\_, 20\_\_\_\_  
through \_\_\_\_\_, 20\_\_\_\_ .

I understand that the National Model Railroad Association, Inc. (NMRA) maintains insurance to cover a loss at an event sponsored or co-sponsored by the NMRA or any of its recognized regions, divisions, or 100% NMRA clubs. I understand that this insurance extends coverage to NMRA members who host clinics, layout tours or other events at their home or 100% NMRA clubs as an excess insurer.

I have been advised and understand that the event liability insurance discussed above will not extend coverage to non-members who host clinics, layout tours or other events at their home or club if there is a loss at the home or club.

I further understand that the event liability insurance is one benefit of NMRA membership, which further includes fellowship, support of standards and conformance of products, education, and participation in NMRA programs at all levels of  
NMRA; Event Insurance Acknowledgement & Election Form  
of the NMRA, receipt of Scale Rails, access to the Kalmbach Memorial Library at reduced member costs, as well as numerous other benefits.

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I hereby knowingly elect to host the clinic, layout tour, or other event at my home or club without becoming a member of the NMRA and rejecting all of the benefits of membership including the event liability insurance coverage. I further warrant that I have the authority to sign this document on behalf of the club noted above, if appropriate.

\_\_\_\_\_ Name  
\_\_\_\_\_ Title of Club Officer/Director  
\_\_\_\_\_ Date

NMRA Event Insurance Acknowledgement & Election Form Page

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**APPENDIX B**

Sample Exhibitors' and Vendors' Code Of Conduct

All Exhibitors participating in this event must:

treat all event attendees (registered or public) with respect, be willing to explain the hobby of model railroading to the public and answer all questions regardless of the simplicity of the question, understand that the event is organized by volunteers, support the concept that model railroading is a fun activity to be enjoyed by many, be registered including any helpers with the event organizers, and be willing to assist the event organizers in some way.

All vendors participating in this event must:

- only sell products and services normally associated with the hobby of model railroading. Railway memorabilia, collectibles and railway videos are included,
- be registered - including any helpers - with the event organizers. Offer quality products for sale and not items that have little appeal such as, but not limited to, damaged and/or rusty track sections. Estate sales are acceptable,
- only use the assigned tables and must store all products, boxes, etc. underneath the tables and within the immediate table area without encroaching on other vendor's space or aisle ways, and
- not sublet a table(s) to anyone else without prior approval from the event organizing committee, and always conduct themselves in a courteous business-like manner.

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**APPENDIX C**

(also available for download on the Division website)

Commercial Advertisement Request Form for the Bulletin Board

Publication Dates:

Jan/Feb, Mar/April, May/June, Jul/Aug, Sep/Oct, Nov/Dec

**Ad Sizes and Rates**

Full Page	(8½" x 11")	-	\$48.00 per issue - \$280.00 for 6 issues
½ page	(75/8" x 4¼")	-	\$24.00 per issue - \$140.00 for 6 issues
¼ page	(4" x 5")	-	\$12.00 per issue - \$70.00 for 6 issues
Business Card	(3½" x 2")	-	\$7.00 per issue - \$40.00 for 6 issues

**Ad Request**

Size of ad    Circle    FP    ½    ¼    BC

Single Issue Publication Date \_\_\_\_\_

Number of Issues \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Total Amount    \$ \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Prov/State \_\_\_\_\_

Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorization \_\_\_\_\_

Signature

Please complete this form and the Invoice Request Form (Appendix D), enclose the digital ad artwork and email everything to [sebelley@shaw.ca](mailto:sebelley@shaw.ca)

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**APPENDIX D**

(also available for download on the Division website)

Invoice Request Form

Organisation to be in-voiced:

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City, Province:

\_\_\_\_\_

Postal Code:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Contract/Reference/Claim Number(s)

\_\_\_\_\_

Date Service Provided:

\_\_\_\_\_

Description

Please include a description of the invoice here...

Dollar Amount

\_\_\_\_\_

Name of person making this request

\_\_\_\_\_

THIS IS A REQUEST ONLY, AN INVOICE WILL BE CREATED BY THE 7<sup>TH</sup> DIVISION  
TREASURER AND SENT TO THE PURCHASER.

*Please email this Invoice Request Form directly to [sebelley@shaw.ca](mailto:sebelley@shaw.ca)*

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**AMENDMENT HISTORY**

April 3, 2013 - original policy manual publication

August 30, 2013 - added the Advertisements section, Appendixes C & D and the Amendment History page and removed the paragraph in the Web Site section about the submission of member ads.

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