

PACIFIC COAST REGION
OF THE
NATIONAL MODEL RAILROAD ASSOCIATION

MANUAL OF OPERATIONS

April 3, 2017

PACIFIC COAST REGION
NATIONAL MODEL RAILROAD ASSOCIATION

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PREAMBLE

PCR Purpose

Within the context of the general purposes of PCR as a non-profit educational and scientific corporation there is a member-oriented purpose which is...

To provide model railroading activities and support that is locally focused and personal so all members of the Pacific Coast Region have the opportunity to fully benefit from their NMRA membership.

PCR Objectives

1. Support the Divisions in holding regular local meetings (at least quarterly) and other activities that are pertinent to the model railroading interests of members in their area.
2. Provide regular (at least quarterly) communications with members that inform them about activities and events, explain programs, add to their model and prototype railroading knowledge, and report on members accomplishments.
3. Provide a range of activities at the PCR Annual Conventions to promote fellowship, share common interests within the hobby, add to the members' model and prototype railroading skills and knowledge and recognize accomplishments.
4. Provide regional support and administration of NMRA programs such as the achievement program, contests, member aid, and national conventions and conduct educational programs within our area.
5. Encourage and serve as sponsor for historical and technical research projects and events.
6. Operate the Region in a fiscally sound manner with opportunities for input and participation by members.

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SECTION 1 - TERRITORY

1.A. DIVISIONS.

The territory of PCR as set forth in the By-Laws is divided into Divisions under the control of the Board of Directors. The Divisions now established are:

1.A.1 Division 3 – DAYLIGHT. Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare, San Luis Obispo, and Santa Barbara Counties in California.

1.A.2 Division 4 – COAST. Alameda, Contra Costa, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, and Santa Cruz Counties in California and all the area of the State of Hawaii

1.A.3 Division 5 – SIERRA. Amador, Alpine, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba Counties in California and all of the Counties of Nevada except Clark, Esmeralda, Lincoln, and Nye.

1.A.4 Division 7 – REDWOOD EMPIRE. Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano and Sonoma Counties in California.

1.B. ESTABLISHMENT OF NEW DIVISIONS.

1.B.1 Any group of members of PCR in a logical geographical area following established county lines may petition the Board of Directors to create a new Division.

1.B.2 The petition must be submitted in writing to the PCR Secretary at least ninety (90) days prior to the date of the Board of Directors meeting, with copies of the petition submitted to the PCR President, Vice-President, and the Chairperson of the By-Laws and Manual Committee, and must include:

1.B.2.a. Name of proposed Division.

1.B.2.b. Description of geographical boundaries of the proposed Division.

1.B.2.c. Policy as to Division meetings; to include frequency, possible sites, and description of meetings.

1.B.2.d. Names, addresses and signatures of at least thirty-five (35) current PCR members who will be members of the proposed Division.

1.B.2.e. A statement describing how the new Division will increase the effectiveness of PCR.

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- 1.B.2.f. A set of By-Laws for the proposed Division which will be reviewed, amended if necessary, and approved by the By-Laws and Manual Committee within ninety (90) days prior to approval of the request for a new Division by the Board of Directors.

- 1.B.3 The Board of Directors, upon finding that there are sufficient members in the area with an active interest to operate a Division program to increase the effectiveness of PCR, shall create such a Division and amend this Section of the Manual of Operations to conform.

- 1.B.4 The proposed Division must elect a Superintendent, Chief Clerk, Paymaster, and Director in accordance with its approved By-Laws within one hundred and eighty (180) days from the date of approval for the new Division by the Board of Directors, or before the next regularly scheduled meeting of the Board of Directors, whichever occurs first. The term of office for the Director shall coincide with the terms of office for the current Division Directors.

- 1.C. MODIFICATION OF DIVISION BOUNDARIES.
 - 1.C.1 Any group of members of PCR in a logical geographical area following established county lines may petition the Board of Directors to modify the boundaries of existing adjacent Divisions.

 - 1.C.2 The petition must be submitted in writing to the PCR Secretary at least ninety (90) days prior to the date of the Board of Directors meeting, with copies of the petition submitted to the PCR President, Vice-President, and Chairperson of the By-Laws and Manual Committee, and must include:
 - 1.C.2.a. Description of the new geographical boundaries.

 - 1.C.2.b. Names, addresses and signatures of the lesser of 24 members or 25% of the current PCR members who are located in the area affected by the changed boundaries.

 - 1.C.2.c. A statement describing how the modification of Division boundaries would continue viable Divisions.

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- 1.C.3 The Board of Directors, upon finding that there are sufficient members in the area with an active interest to continue viable divisions, shall make such boundary changes, and amend this Section of the Manual of Operations to conform.

SECTION 2 - OFFICERS

2.A. PRESIDENT

The President, as chief executive officer of the Corporation, shall conduct all meetings of the Board of Directors and the membership, appoint members to positions as provided in this Manual of Operations, execute all documents authorized by the Board of Directors, and manage the general business of the Corporation to fulfill the objectives of this organization. See Section 2.F below regarding the President's responsibilities with the Regional Advisory Council of NMRA.

2.B. VICE PRESIDENT

The Vice President shall assume the duties of the President in the President's absence and assist the President in carrying out the duties of that office. In the event of death or resignation of the President, the Vice-President shall issue the notice for the Board of Directors meeting for the purpose of filling the vacancy in accordance with Section 5 of this Manual and shall assume the duties of President until such vacancy is filled. See Section 2.F below regarding the Vice-President's responsibilities with the Regional Advisory Council of NMRA.

2.C. TREASURER

The Treasurer shall have custody of all funds of the Corporation; and shall be bonded in the amount determined by the Board of Directors. The Treasurer shall receive payment of the allocation of dues and other fees from the NMRA. The Treasurer shall maintain a current and accurate set of accounting records, and these shall be open to inspection by any Director or elected official of the Corporation. The Treasurer shall execute such documents on behalf of the Corporation and pay all bills and disburse funds in accordance with the annual budget. The Treasurer shall provide current and accurate information to the Budget and Finance Committee so it may establish a budget to operate the Corporation. The Treasurer shall inform the President when actual cash flow is inconsistent with the budget. The Treasurer shall prepare semi-annually a financial summary for presentation to the Board of Directors.

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2.D. SECRETARY

The Secretary shall prepare the agendas and shall keep a full record of all meetings of the Board of Directors and the membership. The agendas, in advance of meetings, and the minutes of meetings shall be distributed by mail to all Officers, Directors, Department Managers, Committee Chairpersons, and Division Superintendents. Distribution by mail includes electronic means to those who can receive that form of mail. Highlights of meetings shall be published in the Region's publication the *Branch Line*. Agendas, highlights, and minutes shall be posted on the Region's website. The minutes shall be available for inspection by any PCR member at any reasonable time. The Secretary shall maintain archival computer media containing the latest version of the By-Laws and Manual of Operations as received from the Chairperson of the By-Laws and Manual Committee.

2.E. REGIONAL ADVISORY COUNCIL.

The Region's representation on the Regional Advisory Council (RAC) of NMRA shall be as follows:

2.E.1 The RAC REPRESENTATIVE shall be the President during his/her term in office. If the President declines to be the RAC Representative, then the Vice-President shall be the RAC Representative. If the Vice-President declines, then the President shall nominate a PCR member for RAC Representative to be appointed by the Board of Directors at the earliest possible date.

2.E.2 The ALTERNATE RAC REPRESENTATIVE shall be the Vice-President during his/her term in office. If the Vice-President declines to be the Alternate RAC Representative or becomes the RAC Representative, then the President shall nominate a PCR member for Alternate RAC Representative to be appointed by the Board of Directors at the earliest possible date. The Alternate shall be available to participate on the RAC in the event the RAC Representative is temporarily unable to do so.

2.E.3 The RAC Representative, if not already a member of the Board of Directors, shall be an ex-officio non-voting member of the Board to facilitate communications with the Board.

2.E.4 The RAC Representative should have electronic communications access available (e-mail) and may be required to meet on a periodic basis.

2.E.5 The Region may reimburse the RAC Representative or Alternative RAC Representative a maximum of \$300 yearly travel expense to attend RAC meetings.

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SECTION 3 - DIRECTORS

The DIRECTOR is the responsible officer in the Division through whom the PCR Officers shall channel all National and Regional information and programs to the Divisions. The Director's duty to the Region is to attend all meetings of the Board of Directors, reporting on the status of his/her Division and presenting all questions or initiative actions from the members in his/her Division. The Director is a member of the Board of Directors and acts not only for his/her Division but primarily to effectively obtain the objectives of the Region as a whole.

SECTION 4 - MEETINGS

4.A. ANNUAL BUSINESS MEETING.

The membership shall meet at an Annual Business Meeting held during the Annual Region Convention as provided in Section 9.B.1. Special Meetings of the membership may be called by the Board of Directors, and at least 30 days notice of such meetings shall be given to all members by a postal (non-electronic) mailing or through the official PCR publication.

4.B. BOARD OF DIRECTORS.

The Board of Directors shall meet semi-annually, with one meeting in the spring preceding the Annual Business Meeting at the Region Convention. The other meeting shall be approximately six months later, referred to as "mid-year," with the location, date, and time determined by the President in consultation with Board members. In the event there is a mini-convention in accordance with Section 9 of this Manual, the location and date of the mid-year meeting shall coincide with that mini-convention. Special Meetings of the Board of Directors shall be called by the President within 30 days of receipt of a signed request of three voting members of the Board stating the subject and desirability of such meeting, or within such longer period of time designated in the request.

4.C. PROXY

A Director may appoint a proxy when he/she is unable to attend a duly called meeting. The Director shall so advise the President in writing prior to the opening of the meeting. Proxies are not valid for Officers and PCR members at any meetings nor may they be used by members in voting by mail.

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4.D. PROCEEDINGS

The President, and in his absence the Vice-President, shall preside over all meetings of the Board of Directors and the membership. In the event both the President and Vice-President are absent, a Director appointed by the President shall preside. Proceedings of all meetings shall be governed by the current edition of Robert's Rules of Order Newly Revised.

4.E. ELECTRONIC MEETINGS

For issues requiring immediate attention, an Electronic Meeting may be held. All discussions in the following description will be electronic using the BOD's official mechanism.

1. If a voting member of the Board feels that an issue that would normally require a special meeting could be handled electronically, He will request an electronic meeting. If two other voting members concur, the President will schedule a time period for this meeting to occur, after having gotten concurrence from a majority of the voting members.
2. The member proposing the meeting shall provide a copy of the proposed motion to the BOD and shall place a copy on the BOD Group site at least 4 days prior to the start of the meeting period. He shall also post his discussion of the motion.
3. The president will start the meeting by asking for a second. Once a second is received, other members may comment. Amendments may be made as appropriate using Roberts Rules of Order.
4. When the President concludes that there are no further comments, he asks for a vote. After all participating voting members have voted, the president will announce the results, and ask if there is any other business. Hearing none, he will adjourn the meeting.
5. The Secretary will prepare minutes of the meeting and send them to all members and post them on the website.

SECTION 5 - VACANCIES

5A. A vacancy in the office of President or Vice-President shall be filled for the unexpired term by a vote of the Board of Directors at any regular or special Board of Directors meeting, within 60 days of notification of such vacancy. A vacancy in the office of Director shall be filled by the respective Division within 60 days. Should a Division fail to fill such vacancy, the President, with the consent of the appointee, may fill such vacancy until the Division acts.

5.B. Any vacancy in an appointive office shall be filled as soon as possible by the officer charged with making the original appointment.

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SECTION 6 - DEPARTMENTS AND COMMITTEES

6.A. ORGANIZATION AND MANAGEMENT

6.A.1 The Departments established to carry on the business of PCR are: Administration, Membership, Publications, Convention, Contest, Achievement Program, and Non-Rail Activities.

6.A.2 The President shall appoint the Manager of each Department who shall serve at the President's pleasure.

6.A.3 Committees

6.A.3.a. The Committees included in the various Departments are *standing committees* with ongoing responsibilities, unless otherwise indicated.

6.A.3.b. The Departments may include *select committees* that have specific assignments of limited duration which occur periodically. A select committee shall be activated each time with new appointments and such appointments shall expire when the assignment is completed.

6.A.3.c. A *special committee* may be appointed by the President for a particular assignment. The appointment shall state the duties and term of the special committee. The term of a special committee will expire when the assignment is completed, unless otherwise provided.

6.A.4 Any committee originating with the Board of Directors shall be considered a *special committee* reporting to the President between Board Meetings, the term of which will expire when the President leaves office; or, the Board of Directors shall establish it as a *standing committee* or *select committee* within a Department by amending this Section 6.

6.B. ADMINISTRATION DEPARTMENT

The Administration Department shall consist of the Budget and Finance Committee, By-Laws and Manual Committee, Nominating Committee, Ballot Committee, Honors Committee, Storekeeper, and Audit Committee. The Department shall be managed by the President.

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- 6.B.1 The BUDGET AND FINANCE COMMITTEE shall consist of the President, Vice-President, and Treasurer. The committee shall prepare for each mid-year Board Meeting a proposed budget which shall be reviewed and adopted by the Board of Directors. The committee shall also prepare an annual financial report to the membership which shall be published in the *Branch Line* in the issue following each Annual Business Meeting.
- 6.B.2 The BY-LAWS AND MANUAL COMMITTEE shall consist of three members appointed by the President, at least two of whom shall be current or former members of the Board of Directors, with the Chairperson named by the President. The committee shall review all requests and suggestions for changes or alterations of the By-Laws and Manual of Operations and the Chairperson shall submit them to the Board with the committee's recommendations. The Chairperson will have the responsibility to:
- 6.B.2.a. Maintain an up-to-date version of the By-Laws and Manual of Operations.
- 6.B.2.b. Provide the Secretary with archival computer media containing the latest version of the By-Laws and Manual of Operations.
- 6.B.2.c. Request the Secretary to distribute an up-to-date version of the By-Laws and/or Manual to each Officer, Director, Department Manager, Committee Chairperson, Division Superintendent, and other designated recipients within 90 days following adoption of any changes. Delivery may be by electronic means to those who can receive that form of mail.

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- 6.B.3 The NOMINATING COMMITTEE is a *select committee* for the purpose of nominating candidates for the offices of President and Vice-President. When its services are required, the President shall appoint a Chairperson and two or more members. The committee shall seek and evaluate potential candidates considering their skills, talent, and motivation in relation to the demands of the job and their willingness to serve. At least two candidates for each office are desired. See Section 13.A for the election process that involves this Committee.
- 6.B.4 The BALLOT COMMITTEE shall consist of a Chairperson appointed by the President and committee members appointed by the Chairperson as he/she deems necessary to fulfill the duties of the committee. The chairperson, with the cooperation of the Publications Department, shall issue each ballot with the certified slate of candidates in the annual communications regarding the Region (Section 8.B). A candidate's statement should be secured from each candidate and published with the ballot. The Chairperson shall, upon return of the ballots, tabulate and count them with the assistance of at least two other PCR members, and shall report the results to the President in writing. The PCR Ballot will list for each office the incumbent first followed by all other candidates listed alphabetically, and then space for a write-in.
- 6.B.5 The HONORS COMMITTEE shall consist of a Chairperson appointed by the President and committee members appointed by the Chairperson as he/she deems necessary to fulfill the obligations of the committee. The committee shall oversee PCR's program of awards recognizing meritorious service within the PCR (Section 10). It shall establish a data base and keep records of each of the various awards, including the person, group, or committee responsible for the award, the criteria for making the award, the procedure for presentation, and the names of awardees. The committee shall monitor the program, but not actually select the awardees, and shall assure that the awards are properly presented.
- 6.B.6 The STOREKEEPER shall be appointed by the President to establish and maintain a computer-based inventory of all physical property of the PCR. The inventory shall be initially established, shall be kept up-to-date, and shall be regularly available to any Officer or Director of PCR. The Storekeeper shall assure that storage of all physical property is suitable and secure. A status report shall be submitted to the Board of Directors at each spring meeting and at other times when requested.
- 6.B.7 The AUDIT COMMITTEE shall consist of a Chairperson appointed by the President and approved by a majority vote of the Board of Directors for the purpose of auditing the PCR financial accounts as provided in Section 11. Up to two additional committee members may be appointed by the Chairperson as he/she deems necessary to fulfill the duties of the committee. The committee shall prepare an audit report to the Board of Directors.

6.C. MEMBERSHIP DEPARTMENT

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- 6.C.1 The Membership Department shall consist of a Manager and the Member Services Committee, Membership Promotion Committee, Member Aid Committee, Education Committee, and Special Interests Coordination Committee. The Manager shall oversee and coordinate the duties of these committees. Division Superintendents shall appoint, with the concurrence of the Region Membership Department Manager, committee members from their respective Divisions to fulfill the Membership obligations of each Division. Each Division shall forward NMRA dues collected by the Division directly to NMRA.. (rev 10/24/2009)
- 6.C.2 The MEMBER SERVICES COMMITTEE shall consist of a Chairperson appointed by the Manager in consultation with the President. The Member Services Committee shall provide Divisions with a current address file for mailings and serve as the interface for PCR with NMRA regarding membership issues. The PCR Membership Manager shall obtain current copies of NMRA reports from the Member Services Chair and provide each Division Membership chair the reports relevant to their respective Division. (rev 10/24/2009)
- 6.C.3 The MEMBERSHIP PROMOTION COMMITTEE shall consist of a Chairperson appointed by the Manager in consultation with the President, and the Membership Chairperson of each Division. The Committee shall coordinate the work of the Membership Promotion Committees of each Division.
- 6.C.4 The MEMBER AID COMMITTEE shall consist of a Chairperson appointed by the Manager in consultation with the President, and a Key Contact in each Division appointed by the Division Superintendent. The Committee shall be responsible for developing and implementing a Member Aid Program with the Key Contacts available by mail, telephone, and e-mail to assist PCR members who have questions about the NMRA, PCR, and model railroading.
- 6.C.5 The EDUCATION COMMITTEE shall consist of a Chairperson appointed by the Manager in consultation with the President and committee members appointed by the Chairperson as he/she deems necessary to fulfill the obligations of the committee. The committee shall make and maintain contact with outside organizations that provide educational programs related to model railroading and shall provide input and assistance and be available as an informational resource to such programs. A primary purpose is to introduce young people to model railroading and to encourage them to get involved in the hobby.
- 6.C.6 The SPECIAL INTERESTS COORDINATION COMMITTEE shall consist of a Chairperson appointed by the Manager in consultation with the President and committee members appointed by the Chairperson as deemed necessary to fulfill the obligations of the committee. The committee shall be responsible for effective coordination between the programs and activities of PCR and the various organizations and groups set up to serve special interests related to model railroading.

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6.D. PUBLICATIONS DEPARTMENT

6.D.1 The Publications Department shall consist of a Manager, a Publisher, an Editor of the *Branch Line*, a Circulation Manager, and a Webmaster. The Department shall produce and distribute the publications and maintain the website as described in Section 8. The Manager shall oversee and direct the duties of the Department and shall make appointments to positions in consultation with the President. Nothing precludes one person filling more than one of these positions.

6.E. CONVENTION DEPARTMENT

6.E.1 The Convention Department shall consist of a Manager, the Convention Committee, and the Convention Host Committees. The Manager shall oversee and direct the convention activities of PCR, which are described in Section 9.

6.E.2 The CONVENTION COMMITTEE shall be chaired by the Department Manager who may appoint Committee members as he/she seems necessary to fulfill the obligations of the Committee. The duties of the Convention Committee shall be to screen written bids from prospective Convention Hosts, make recommendations to the Board of Directors and President on the bids, and other duties as specified in Section 9.

6.E.3 CONVENTION HOST COMMITTEES are covered in Section 9. The term of a Host Convention Committee shall continue until the Board of Directors accepts the Committee's final report.

6.F. CONTEST DEPARTMENT

6.F.1 The Contest Department shall consist of a Manager and the Contest Chairperson of each Division. The Department shall conduct the Annual Region Contest at the Annual Convention and supervise all other contests sponsored by the PCR. The Manager shall oversee and direct the duties of the Department and be responsible for the Contest Directory

6.F.2 Contest Directory

6.F.2.a. The Contest Department Manager with approval of the Board of Directors shall publish a Contest Directory to govern the conduct of all PCR Contests authorized by the Contest Department Manager. Any and all changes in this Directory shall be made only by the Contest Department Manager, with the approval of the Board of Directors.

6.F.2.b. The purpose of the Contest Directory shall be to list and define the contest events authorized by the Contest Department. The Contest Directory shall also describe the judging methods, awards and record-keeping procedures for all authorized events.

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6.F.2.c. The Contest Directory shall be available to all PCR members upon request and may be placed on the PCR website.

6.G. ACHIEVEMENT PROGRAM DEPARTMENT

6.G.1 The Achievement Program (AP) Department shall consist of a PCR AP Manager and the Division AP Chairpersons. The Department shall administer all aspects of the Achievement Program for the Region. The Manager shall oversee and direct the duties of the Department and shall serve as a member of the NMRA National AP Committee.

6.G.2 The Manager confirms the appointment of and supervises Division AP Chairpersons and coordinates with the PCR Contest Department manager on PCR Convention Contest Merit Award judging.

6.G.3 The Manager reviews, approves and processes all Achievement Certificate Statements of Qualifications (SOQs) and Gold Spike Awards and forwards them, with supporting documentation, to the NMRA AP Chairperson. The Manager reviews Master Model Railroader (MMR) SOQs for accuracy and sends them to the NMRA AP Chairperson and receives MMR plaques and certificates and coordinates awarding them.

6.G.4 The Manager promotes the AP program to maximize exposure for the membership through articles in the *Branch Line* and at Division and Region meets. The Manager maintains records of AP activity in the region and reports to the Board of Directors and the Division AP Chairpersons.

6.H. NON-RAIL ACTIVITIES DEPARTMENT

6.H.1 The Non-Rail Activities Department shall consist of a Manager and the staff members and committees needed to support and perform the responsibilities of the Department. The Manager shall determine the need and appoint staff members and committees. The Department shall develop and implement a program of non-rail activities at the division and regional levels, and shall direct and coordinate the non-rail program at PCR conventions as provided in Section 9.

SECTION 7 - DIVISIONS

7.A. BY-LAWS AND MEMBERSHIP

Each Division shall provide itself with a set of Division By-Laws consistent with the By-Laws of this Region, the provisions of this Manual, and the NMRA Regulations. A copy of such By-Laws and any amendment thereof shall be filed with the PCR Secretary. Every member of the NMRA residing in the territory of a Division is automatically a member thereof. The Division shall not assess dues, but may receive funding from the Region and/or may impose user, subscriber and attendance fees and/or other charges consistent with the policies of the Board of Directors, as provided in Article 2 of the By-Laws.

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7.B. OFFICERS.

Each Division shall be administered by a Superintendent, a Chief Clerk, and a Paymaster in cooperation with the Director in accordance with Section 3 of this Manual. The Chief Clerk and Paymaster may be combined into a single office.

7.C. COMMITTEES.

Each Division shall have the following Committees whose Chairpersons are, in accordance with Section 6 of the Manual, members of their respective Regional Committee: Membership, Member Aid, Achievement Program, and Contest, and such others as the Superintendent may appoint for the better functioning of the Division.

7.D. MEETINGS.

It is recommended that each Division hold at least four (4) meetings per year. Division meetings may not be referred to as a Convention.

7.E. FINANCIAL ACCOUNTS.

7.E.1 Each Division shall maintain its financial accounts in a bank that is a member of the Federal Deposit Insurance Corporation (FDIC) and/or a savings and loan institution that is a member of the Savings and Loan Insurance Corporation (SLIC).

7.E.2 All Division financial accounts shall be joint accounts. Joint accounts are those from which either of two individuals is authorized to make withdrawals. The Division Chief Clerk / Paymaster and the Division Superintendent shall be the two individuals in whose names all Division financial accounts are to be maintained. These two names shall be updated after each Division election of officers to reflect the names of the current Chief Clerk / Paymaster and Superintendent. It is recommended the accounts of the Division be audited at least every two years.

SECTION 8 - PUBLICATIONS

8.A. BRANCH LINE

The *Branchline* is the Region's subscription-based newsletter covering news, activities, information, publicity for the annual PCR Convention, and other items of interest to members. It shall be published four times a year and mailed to subscribers (including life members of PCR). The subscription fee for the *Branch Line* shall be set by the Board of Directors to cover the costs of publication and mailing. Payment of the subscription fee is optional and will be collected by the NMRA along with dues and remitted back to the PCR.

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8.B. OFFICIAL COMMUNICATIONS

Official Communications regarding the Region shall be sent to all members once a year, including the ballot for election of officers or directors, information about the annual convention, information about matters expected to be voted at the Annual Business Meeting, a financial summary, and corporate notices. The communications shall be mailed to members at the same time as the first *Branch Line* issue each calendar year. The communications may be a separate publication or incorporated into that issue of the *Branch Line*, which would then be mailed to all members of the Region. The communications format shall be approved by the Board of Directors. The cost of publication and mailing the communications will be supported by part of the NMRA dues paid by all members and remitted back to the PCR.

8.C. WEBSITE.

A PCR website shall be maintained to include links to Division websites and PCR convention websites, and down-loadable-copies of the *Branch Line*, the official communications regarding the Region, PCR By-Laws, Manual of Operations, agendas and minutes of the Board of Directors and Annual Business Meeting, and other information of interest to members. The website shall be kept up-to-date by the Webmaster.

SECTION 9 - CONVENTIONS

9.A. GENERAL OPERATIONS

9.A.1 Advice and Handbook. The Convention Department with its Manager and Convention Committee is looked to for advice by the Host Committee. The Manager shall prepare and maintain a Convention Handbook for the guidance of Host Committees.

9.A.2 Reporting. The Convention Department Manager shall report to the Board of Directors at the spring and mid-year meetings.

9.A.3 Obtaining Bids.

9.A.3.a. The Convention Department should maintain a continuing search for convention sites following the rotation schedule in Section 9.B.3.a.

9.A.3.b. The Convention Chairperson may receive letters from cities or hotels which wish to place a bid for a convention. These shall be answered and the method of bid selection explained.

9.A.3.c. The Convention Department should make available all possible information regarding future bids and convention needs to bidders to assist them in making a bid.

9.A.3.d. Screening Bids. The Convention Department shall screen bids and the Convention Chairperson shall make recommendations to the Board of Directors.

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- 9.A.3.e. Reporting and Forms. The Convention Department shall provide standard formats for convention reports, and standard forms for statistical and financial data.
- 9.A.3.f. Audit. An Audit Committee composed of the PCR Treasurer, the Convention Department Manager, and one or more members of the PCR Convention Committee shall audit the financial reports of all PCR Conventions and report to the Board of Directors. Particular attention shall be given to determination of losses and surpluses, and return of advances from the PCR Convention Fund.
- 9.A.3.g. Annual Meeting of Convention Chairpersons. The Convention Department Manager shall schedule a meeting of past, present, and future PCR Convention Chairpersons in conjunction with the Annual Convention for the purpose of exchanging information leading to the improvement of PCR conventions and the avoidance of problems.

9.B. CONVENTION DATES

- 9.B.1 Annual Convention. There shall be one Convention of the members annually, which shall be held within 30 days before or after May 1 as approved by the Board of Directors.
- 9.B.2 Mini-Convention. A mini-convention may be held in conjunction with the mid-year meeting of the Board of Directors.
- 9.B.3 Rotation.
 - 9.B.3.a. Each division shall develop at least one bid from a Host Committee for a site located within that division on the following schedule of rotation:
 - Coast
 - Daylight
 - Coast
 - Redwood Empire
 - Coast
 - SierraAlternatives may be submitted by the Convention Committee to align with National and other regional conventions.
 - 9.B.3.b. Divisions may exchange scheduled years by mutual agreement between two divisions. Exchanges must be approved by the Board of Directors.
 - 9.B.3.c. Bids for a convention may be submitted by any group of PCR members, a club, a SIG, or a Division consistent with the rotation schedule.

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9.B.4 Conflicts. No convention is to be scheduled for a weekend that includes a major religious holiday or Mother's Day.

9.C. BIDS

9.C.1 Bid Content. A valid bid shall consist of a date, location, and name of the prospective Convention Chairperson (Host Committee Chairperson). Additional information on bid content is available from the Convention Department.

9.C.2 Deadline for Submission. A bid must be in the hands of the President six weeks before the Board meeting at which the selection will be made.

9.C.3 Referral to Convention Department. The President will supply the Convention Department with copies of all bids for its review.

9.D. CONVENTION ACTIVITIES AND FACILITIES

9.D.1 Mandatory. The Host Committee shall provide facilities to accommodate the following:

9.D.1.a. Board of Directors meeting

9.D.1.b. Annual Business Meeting

9.D.1.c. Regional model and photo contests

9.D.1.d. Contest awards presentation

9.D.2 The program for the convention for all other activities is at the discretion of the Host Committee. The PCR interest is that the activities be well done and that the supporting facilities be adequate.

9.D.3 See Sections 9.G.3, 4, and 5 regarding sales of items, auction, and public show.

9.E. RESPONSIBILITY OF THE HOST COMMITTEE

9.E.1 General. The Annual Convention is handled by the Convention Host Committee whose bid has been accepted by the Board, with the supervision and assistance of the PCR Convention Department. The Host Committee is charged with the responsibility for the success of the convention.

9.E.2 Organization of Host Committee.

9.E.2.a. The Chairperson of the Host Committee is referred to as the Convention Chairperson.

9.E.2.b. The operation of the Host Committee is through the individual members who are assigned areas of convention activity in which to work.

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- 9.E.2.c. The PCR Convention Department Manager shall be an ex-officio member of all Host Committees, and shall be kept informed of all planning and agreements.
- 9.E.2.d. The Host Committee shall provide minutes of all general meetings of the Host Committee to the PCR Convention Department Manager on a timely basis.

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- 9.E.3 Financial. The Host Committee shall operate in accordance with Section 9.G. Sound financial and accounting practices shall be followed, including development and administration of a budget, and planning for cash flow.
- 9.E.4 Publicity. Each Host Committee is responsible for the publicity for its convention. PCR will cooperate in providing guidance and making space available in the *Branch Line*. The Host Committee shall contact the Editor at least 14 months prior to the convention to establish the publication requirements and deadlines. No inserts may be placed in the *Branch Line*.
- 9.E.5 Registration. The Host Committee is responsible for handling registration both prior to the convention and during the convention. Registration fees and other tickets or charges to registrants should reflect costs as estimated through the budget of the Host Committee.
- 9.E.6 Contests. The Host Committee is responsible for providing a minimum of two local members for each room used to provide support for the contests. The PCR will provide judges and entry blanks. The Host Committee will furnish the awards and ribbons in conformance to the standards of the PCR Contest Committee.
- 9.E.7 Contest Award Presentation. The Host Committee is responsible for arranging an appropriate activity at which PCR contest awards and achievement awards may be presented.
- 9.E.8 Non-Rail Activities. non-rail program is traditional at PCR Conventions. The program shall be directed and coordinated by the Non-Rail Activities Department in cooperation with the Host Committee.
- 9.E.9 Reporting Each Convention Chairperson shall make a report to the Board of Directors at all regular meetings of the Board regarding the planning, progress, and results of his/her current or future convention.
- 9.E.10 Public Relations. It should be remembered that the Convention Host Committee represents the PCR and NMRA. In all aspects of convention planning all parties must strive to present and effect good public relations with those with whom they deal.
- 9.E.11 Insurance. The Host Committee is responsible for providing Liability Insurance and Contest Theft Insurance which may be arranged through the NMRA Treasurer.
- 9.E.12 Security. The Host Committee shall provide adequate security for the model contest and all other events where there is a potential for loss, by members as well as manufacturers' exhibits and operating displays.

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9.F. MINI-CONVENTIONS

- 9.F.1 Decision to Hold. If the Board of Directors and/or the President choose to hold a Mini-Convention, they shall ask the Convention Department to assist in the same manner as a regular Annual Convention.
- 9.F.2 Location. The Mini-Convention should be held in a central location or at the opposite end of the Region from the regular Annual Convention.
- 9.F.3 Funding Advance. The Host Committee may draw an advance from the Convention Fund not to exceed \$500.00. In the event that the Mini-Convention operates at a loss, the fund will reimburse the Host 50% of said loss, not to exceed \$250.00. Any advance will be credited as part of this reimbursement.
- 9.F.4 Reporting. The Host Committee for the Mini-Convention shall file a report with the Convention Department by the time of the following Board Meeting.

9.G. FINANCIAL

9.G.1 Convention Fund and Advances.

9.G.1.a. The Convention Fund shall be under the jurisdiction of the Convention Department and the Board and held by the Treasurer in a separate account.

9.G.1.b. An advance, not to exceed \$2,000.00, from the Convention Fund may be obtained from the Treasurer. This sum is to be repaid to the Fund before a net profit is declared. If the Convention operates at a loss, the Fund will reimburse 50% of the loss not to exceed \$750.00 to the Host. Any advance will be considered as part of this reimbursement.

9.G.2 Surplus or Loss.

9.G.2.a. The Convention Chairperson may, at his/her discretion, use a portion of these surplus funds to provide a dinner or a memento for the Host Committee and active volunteer workers.

9.G.2.b. In the event a surplus exists after all encumbrances of the convention have been satisfied, the Host Committee may retain 50% of the excess funds. The remaining 50% shall be transferred into the Region Convention Fund.

9.G.2.c. The Convention Department, through the Treasurer, will handle the provisions of this Section 9.G.2.

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- 9.G.3 Sales of Souvenir or Commemorative Items. The Host Committee shall have the option of sponsoring a model railroad car or cars or other items for sale or allowing the local Division to be the sponsor. The sponsor shall have the responsibility of determining the feasibility of procuring such items for sale, together with the funding, sales and proceeds, gain or loss. If the Host Committee assumes the sponsorship, any proceeds will go toward defraying the costs of the convention.
- 9.G.4 Auction. The Host Committee shall have the option to authorize an Auction and if so, the Host Committee shall have the option to conduct the Auction or authorize a Division to assume the sponsorship. The sponsor of the Auction shall assume all responsibility for the required facilities, regulations, funding, stationery, accounting, security and the conduct of the Auction. All net proceeds shall be the property of the sponsor. If the Host Committee conducts the Auction, any proceeds will go toward defraying the costs of the convention.
- 9.G.5 Public Show. The Host Committee shall determine the advisability of a public show. A drawing for door prizes may be held periodically for the public. Tickets, signs, security, door prizes, accounting, and the adherence to any local laws concerning such an event, shall be the responsibility of the Host Committee. Surplus funds derived from the monetary donations shall be applied to the reduction of the immediate convention expenses.
- 9.G.6 Budget.
- 9.G.6.a. The Host Committee shall submit a budget and cash flow proposal to the PCR Board of Directors through the Convention Department Manager at least one year before the date of the convention. The budget shall show the major expenditure and revenue categories specified in the NMRA and PCR Convention Handbooks. The Convention Department will provide a review and comment on the proposed budget and cash flow to the Host Committee.
- 9.G.6.b. The budget shall be used by the Host Committee in setting registration fee schedules, and other charges such as souvenir kit prices, prices of field trips, banquet tickets, etc.
- 9.G.7 Contests. Expenses for all contests are the responsibility of the Host Committee and are to be paid by the Host Committee.
- 9.G.8 Reporting.
- 9.G.8.a. A Final Convention Report shall be prepared by the Convention Chairperson. This report should contain as much detail information as possible on the planning and execution of the convention. It is important that the report include information on what was considered but perhaps not carried into the final convention program, as well as the events which were finally selected.

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9.G.8.b. Forms are provided by the Convention Department for the Statistical and Financial Accounting of the convention and are to be a part of the Convention Report. Forms are available from the Convention Department Manager.

9.G.8.c. The Final Convention Report (in 10 copies) shall be submitted to the Convention Department Manager for transmittal to the Board of Directors mid-year meeting following the convention and shall include the close out of the funds for the Convention, and the accounting for any surplus or loss, and the disposition of the convention funds.

9.G.9 The Convention Department and the PCR Treasurer shall audit the report of the Host Committee and may disallow claimed expenses for determining surpluses or losses, and adjusting the amount returnable to the PCR from any advance under Section 9.G.1.

9.H. CONVENTION AGREEMENT

9.H.1 Convention Agreement Required. The Convention Chairperson shall execute a Convention Agreement containing at least the items shown in the PCR Convention Handbook. The Convention Department shall prepare the agreement.

9.H.2 Major Expenditures. The Host Committee will provide the Convention Department with copies of all major agreements with the convention facilities, banquet caterers, transportation companies and convention kit, or other major financial arrangements with the PCR Division in which the convention is located. Major agreements are any agreements calling for the expenditure by the Host Committee of \$500 or more.

9.I. PROMOTIONAL ACTIVITY

9.I.1 The PCR shall promote one PCR annual convention at a time. The Host Committee shall be limited to the publication of the dates and location prior to the PCR convention immediately preceding their own. There shall be no sale of promotional items or pre-registrations prior to the PCR convention immediately preceding their own.

SECTION 10 - PCR AWARDS

10.A The purpose of this Section is to set forth a procedure for recognizing meritorious service within PCR. All awards will be presented at the Annual Convention of PCR.

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- 10.A.1 PCR PRESIDENT'S AWARD. Will be sponsored by PCR and shall be given annually for outstanding service to PCR. The selection of the recipient shall be made by the President of the PCR.
- 10.A.2 DIVISION MEMBER OF THE YEAR. Will be sponsored by PCR and shall be awarded annually to a person from each Division for outstanding service. The Director of each Division will select the recipient and notify the Chair of the Honors Committee of the selection at least 30 days prior to the Annual PCR Convention. (rev 10/24/2009)
- 10.A.3 PCR PAST PRESIDENT'S AWARD. To be awarded at the PCR Annual Membership Meeting and presented by the incoming President to the outgoing President. Upon authorization by the Board of Directors at the preceding mid-year (fall) Board of Directors Meeting, the Chair of the Honors Committee will procure a suitable award and deliver it to the incoming President prior to the Annual Membership Meeting.
- 10.A.4 JOHN ALLEN AWARD. To be jointly sponsored by PCR and the Coast Division, managed by the PCR Honors Committee and awarded at the Annual PCR Convention. Selection of John Allen Award recipients to be by a committee composed of all previous recipients of the award and to be presented by them. (added 10/24/2009)
- 10.A.5 Awards proposed by groups or individuals other than PCR or its Divisions at Annual or Mini-Conventions must have the approval of the Board of Directors. A representative of the group proposing the award will provide the Chair of the Honors Committee and the Board of Directors with a description of the award, purpose, method of selection, and intended means of presentation. Upon approval by the Board of Directors, the Secretary will issue a letter to the representative sanctioning the award and stating any restrictions or limitations.

SECTION 11 - FINANCIAL ACCOUNTS

11.A. ACCOUNTS.

The PCR shall maintain its financial accounts in a bank that is a member of the Federal Deposit Insurance Corporation (FDIC) and/or a savings and loan institution that is a member of the Savings and Loan Insurance Corporation (SLIC). All PCR financial accounts shall be joint accounts. Joint accounts are those from which either of two possible individuals are authorized to make withdrawals.

11.B. NAMES ON ACCOUNTS.

The PCR Treasurer and the PCR President shall be the two individuals in whose names all PCR financial accounts are to be maintained. These two names shall be updated after each change in personnel in the office of PCR Treasurer and/or PCR President.

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11.C. AUDITS.

The PCR financial accounts shall be audited as to adherence to proper accounting standards by the Audit Committee as described in Section 6.

The frequency of the audit of PCR financial accounts shall be a minimum of every two calendar years; or, at the change in individual in the office of PCR Treasurer; or, at the request of a majority of the members of the PCR Board of Directors; whichever occurs more frequently. In no case shall any PCR financial account remain un-audited for more than two (2) calendar years.

11.D. FISCAL YEAR.

The fiscal year of the Pacific Coast Region shall be April 1 to March 31.

SECTION 12 - MEMBERSHIP RULES

12.A. All NMRA members residing within the Region or a Division will have all rights to full membership in the Region and Division for the duration of their NMRA membership.

12.B. The rules regarding membership and participation in Regional and Divisional activities are as follows:

12.B.1 You must belong to the NMRA and live within the PCR to:

12.B.1.a. Run for, be elected to, or be appointed to a Division or Region office.

12.B.1.b. Automatically receive copies of the PCR *Annual Report to Members* (and Division publications, if any) in the mail.

12.B.1.c. Vote in any of the Division or Region elections.

12.B.1.d. Participate in the Division or Region business meetings.

12.B.2 You must belong to the NMRA, but may live anywhere to:

12.B.2.a. Participate or judge in Region contests.

12.B.2.b. Buy or sell items from the Swap Table or Auction.

12.B.2.c. Attend Region Conventions (non-member spouses and significant others may register for and attend Region and Division activities with their sponsoring member).

12.B.3 You do not have to be an NMRA member to:

12.B.3.a. Attend Division Meets

12.B.3.b. Present clinics or provide other services at Division Meets or Region Conventions.

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SECTION 13 - ELECTIONS

13.A. ELECTION OF PRESIDENT AND VICE-PRESIDENT

- 13.A.1 The Nominating Committee (Section 6.B.4.) shall be appointed by the President in even-numbered years to seek and evaluate potential candidates and it shall report a slate of candidates to the Ballot Committee in writing by December 1 of that year. At least two candidates are desired for each office. The report shall include the candidates' statements for publication with the ballot. A copy of the report shall be filed with the Secretary at the same time. If an incumbent is eligible and has decided by September 1 of that year to run for re-election, then the President shall not ask the Nominating Committee to prepare a slate of candidates for that office.
- 13.A.2 Any group of 15 or more NMRA members in PCR may petition the PCR to nominate a candidate for President or Vice-President as provided in subsection C below.
- 13.A.3 The Ballot Committee (Section 6.B.5.) in cooperation with the Publications Department shall prepare the ballot listing the incumbent(s) first, followed by all other candidates in alphabetical order, and then space for a write in.
- 13.A.4 The ballot shall be mailed to all NMRA members in PCR as part of the PCR official communications regarding the Region (Section 8) by mid-February of even-numbered years. The candidates' statements shall be included. The ballot shall specify the due date (not postmark date) for returning it to the Ballot Committee at least three weeks prior to the Board of Directors spring meeting.
- 13.A.5 The Ballot Committee shall count and tabulate the ballots received and report the results in writing to the Board of Directors spring meeting for acceptance. Upon acceptance by the Board the Ballot Committee shall destroy the ballots.
- 13.A.6 The elected or re-elected President and Vice-President shall take office at the Annual Business Meeting as the first item of new business.

13.B. ELECTION OF DIRECTORS

- 13.B.1 Each Division in the fall of odd-numbered years shall nominate candidates for Director and the Division Superintendent shall report the slate of candidates to the Ballot Committee in writing by December 1 of that year. At least two candidates are desired in each Division. The report shall include the candidates' statements for publication with the ballot. A copy of the report shall be filed with the PCR Secretary at the same time.
- 13.B.2 Any group of 5 or more NMRA members in a Division of PCR may petition the PCR to nominate a candidate for Director from that Division as provided in subsection C below.

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- 13.B.3 The Ballot Committee (Section 6.B.5.) in cooperation with the Publications Department shall prepare the ballot listing the candidates by Division, with incumbent(s) first, followed by all other candidates in alphabetical order, and then space for a write in. The ballot shall state that members may vote only for a candidate in their Division; ballots with votes in more than one Division will not be counted.
- 13.B.4 The ballot shall be mailed to all NMRA members in PCR as part of the PCR official communications regarding the Region (Section 8) by mid-February of even-numbered years. The candidates' statements shall be included. The ballot shall specify the due date (not postmark date) for returning it to the Ballot Committee at least three weeks prior to the Board of Directors spring meeting.
- 13.B.5 The Ballot Committee shall count and tabulate the ballots received and report the results to the Board of Directors spring meeting for acceptance. Upon acceptance by the Board the Ballot Committee shall destroy the ballots.
- 13.B.6 The elected or re-elected Directors shall take office at the Board of Directors spring meeting as the first item of new business.

13.C. NOMINATION BY PETITION

- 13.C.1 A group of NMRA members in PCR or in a Division of PCR may petition the PCR to nominate a candidate as stated in subsections A.2 and B.2 above. The candidate must be eligible to run for office and must agree to serve if elected. The petition shall include the candidate's statement for publication with the ballot. For each of the members signing the petition, the petition must include the full name, NMRA number, address, and signature. Such petition shall be submitted to and received by the Secretary by December 1. The members' names on the petition will be confirmed in cooperation with the Membership Department. When confirmed, the Secretary will forward the candidate's name to the Ballot Committee.

SECTION 14 - AMENDMENTS

- 14.A Provisions of this Manual are designed to aid the Region and Members in reaching the objectives of the Corporation. It may be amended by a majority vote of the Board of Directors at any regular meeting or at a special meeting properly called for that purpose.

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Revision History

- May 1995 This Manual of Operations was originally adopted.
- February 2002 Updated with subsequent amendments and retyped
- 05/01/2002 Retyped version approval by the Board of Directors
- 05/01/2002 Further amendments were adopted.
- 10/26/2002 Further amendments were adopted.
- 04/23/2003 An amendment to reorganize PCR committees into departments was adopted and became effective on April 27, 2003.
- 11/06/2004 Amendments to conform to the NMRA Regulations established in 2004. Also create the position of Storekeeper
- 05/11/2004 Amendments for a major update of the Manual and to add the section on elections were adopted.
- 05/03/2005 The statement of PCR Purpose and Objectives was adopted by the Board of Directors and added as the Preamble.
- 10/24/2009 Para 6.C.1 revised to clarify Membership Department function.
Para 6.C.2 revised to define Membership Services Committee function.
Para 10.2 revised from PCR to Division Member of the Year
Para 10.5 added to include John Allen Award
- 08/26/2010 The formatting was cleaned up. No content changes.
- 10/23/2010 Para 4.E Electronic Meetings added.
Para 9.B.3 revised to remove dates from Convention sequence.
- 10/15/2015 Para 13.B.4, changed from “odd-numbered” to “even-numbered.”
- 4/03/2017 Par 1.A.5 (Hawaii Div) deleted.
Par 1.A.2 amended boundaries of Coast Division to include Hawaii.
Par 6.B.7 modified to redefine Audit Committee as standing.
Par 11.C Amended to reflect Audit Committee changes.

