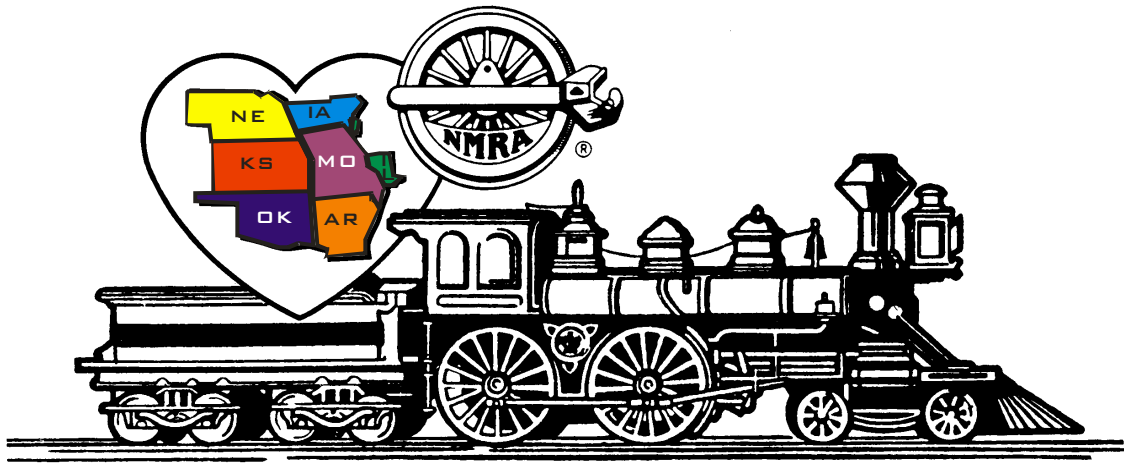


# EXECUTIVE HANDBOOK



# MID-CONTINENT REGION NATIONAL MODEL RAILROAD ASSOCIATION

Issued to MCoR Officers, Board of Directors, and Department Heads

**Mid-Continent Region- NMRA Handbook**

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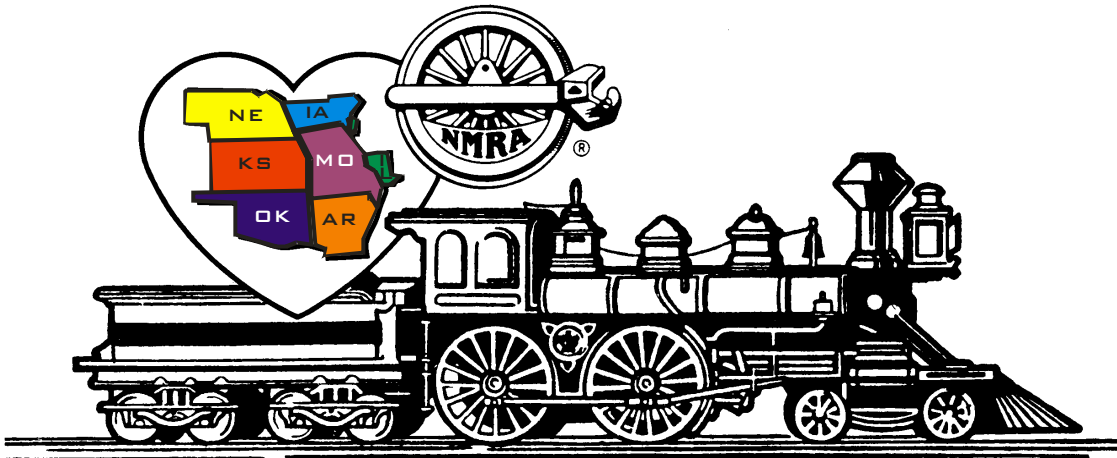
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# Regulations For the Mid-Continent Region of the National Model Railroad Association, Inc.

## ARTICLE I - NAME AND PURPOSE

**SECTION 1.** The Mid-Continent Region was organized in the year 1949 and incorporated as a non-profit organization under the laws of the State of Missouri, March 13, 1968. The full legal name of the organization is the Mid-Continent Region, National Model Railroad Association, Inc. In a shortened version the organization is also known as MCoR.

**SECTION 2.** The Mid-Continent Region is organized exclusively for charitable, educational, literary, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Mid-Continent Region shall not discriminate on the basis of race, color, or religion. The purpose of the Mid-Continent Region is to develop the technical skills of persons engaged in the art and craft of model railroading and promote fellowship among model railroaders. To educate persons engaged in model railroading in methods of building and operating model railroad equipment and prototype practices. To advance the hobby of model railroading wherever and whenever possible by publications, meetings and all things necessary within the geographic boundaries established by the National Model Railroad Association.

**SECTION 3.** The Mid-Continent Region is defined to include the States of Arkansas, Kansas, Missouri, Nebraska, Oklahoma, Iowa postal zip codes beginning with 500-503, 508, 515, 516 and 522-528 and Illinois postal zip codes beginning with 620, 622, and 629.

**SECTION 4.** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

**SECTION 5.** No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

**SECTION 6.** Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by the corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**SECTION 7.** If there is any provision in any governing document of the region that conflicts with the governing documents of the NMRA, the conflicting provision of the governing document of the region is void.

**SECTION 8.** If there is any provision in any governing document of a division that conflicts with the governing documents of the NMRA or of the region, the conflicting provision of the governing document of the division is void.

**SECTION 9.** The principal office of the Mid-Continent Region shall be that of the registered agent.

**SECTION 10.** The Region may also have offices at such other places as the Board of Directors may select or as the business of the Region may require.

## ARTICLE II - MEMBERSHIP AND DUES

**SECTION 1.** Membership shall be granted to any member of the NMRA residing within the boundaries of the region.

**SECTION 2.** All members shall receive the Handcar.

**SECTION 3.** A person may obtain a subscription for life based upon a payment rate equal to the subscription at the time of application multiplied by the person's life expectancy. Said life expectancy shall be the life expectancy published by the State of Missouri in its statutes on the date of the subscription application.

**SECTION 4.** All moneys collected for a life subscription shall be placed in an interest bearing account, separate from other Region accounts, and the interest generated shall be used in lieu of any subscription payments and used to fund the subscription publications of MCoR.

**SECTION 5.** Life subscriptions shall be available on a three-year extended pay plan by a contract administered by the region Membership Dispatcher. This contract shall provide for an initial payment

of one-third of the contract price for a life subscription at the rate as set forth in §3, *supra*. The member shall then make the second and third payments for the life subscription on the anniversary date of the first payment. Until the subscription fee is paid in full, the member must continue to pay his or her annual subscription fee.

**SECTION 6.** The Membership Dispatcher of the Region, to indicate that the bearer is entitled to a life subscription to the Region's publications shall issue a special membership card.

**SECTION 7.** Honorary Membership shall be extended to past presidents of MCoR and they shall be Honorary Members of MCoR and entitled to all rights and privileges of membership including a subscription without payment of any subscription fee in recognition of services rendered to the membership.

### ARTICLE III – MEETINGS

**SECTION 1.** There shall be one Regional Convention and Business Meeting held each year. Bid for the time and place for the Annual Convention, as specified by the policies of MCoR, will be received by the Board of Directors at one of its regularly scheduled meetings. All officers and directors shall attend. Department chairmen and committee chairmen shall be invited to attend along with other interested persons at the discretion of the president or the Board of Directors. All department chairmen and committee chairmen shall prepare and submit a report to the secretary regardless of whether they attend the meeting. All matters of Region business, policy, and planning shall be handled at the meeting to expedite the activity and progress of MCoR and the NMRA.

**SECTION 2.** There shall be at least two meetings of the Board of Directors each year. One meeting will be held in conjunction with the Annual Convention with the other to be held approximately six months following the Annual Convention, called by the president at a site selected by the president.

**SECTION 3.** A quorum for the purposes of holding meetings shall be those members of the Board of Directors and officers in attendance at the meeting after notice to all members of the Board of Directors and officers. Notice shall be by mail, telephone, electronic mail or any other method permitted by law to the last known contact for the members of the Board of Directors and officers. A meeting may take place in person, by telephone, by electronic mail or any other method permitted by law.

**SECTION 4.** The Annual Business Meeting is to be held in conjunction with the Annual Convention and its purposes are:

- A. To receive the reports of the Ballot Committee announcing the election results of Regional Officers.
- B. To receive the report of the Ballot Committee announcing the results of balloting on any matter of business appearing on the mail ballot.
- C. To receive reports from Officers, Department Heads, and Committee Chairmen.
- D. To discuss matters pertaining to the MCoR and the NMRA.

E. Installation of newly elected Regional Officers.

F. Presentation of MCoR awards to the recipients.

**SECTION 5.** There shall be an Annual Directors Meeting held in conjunction with the Annual Convention and its purposes are:

A. Presentation of reports by Directors, Department Heads, and Committee Chairmen.

B. Approval of sites for future Annual Conventions and appointment of a local Chairman for arrangements at those Convention sites.

C. Preparation of any questions to be submitted to the general membership for a direct vote on the next available mail ballot.

**SECTION 6.** All members of the Board of Directors and officers present shall have the authority to cast a vote on any issue properly before the Board of Directors.

#### **ARTICLE IV – VOTING**

**SECTION 1.** Voting privileges shall be granted only to those who are members, in good standing, of MCoR and NMRA.

**SECTION 2.** All matters involving the policies of MCoR, as the Board of Directors shall decide, and the election of Officers shall be submitted to the general membership for a direct vote by mail ballot or any other method permitted by law.

**SECTION 3.** The right to nominate by petition for those persons or issues not otherwise on the ballot shall be preserved.

**SECTION 4.** Ballots shall be provided to all MCoR members residing within the geographic boundaries of the region at the time established in the schedule established by the secretary.

**SECTION 5.** In the election of Regional Officers the candidate receiving the largest number of votes for any given office shall be declared the winner. In case of a tie vote, a second ballot shall be provided to the membership.

**SECTION 6.** Matters submitted to the general membership from the Board of Directors for a direct vote shall be decided by a majority of the votes.

**SECTION 7.** A two-thirds majority of the votes cast shall be necessary to adopt all matters submitted by Initiative and Referendum under Article VII of the MCoR Regulations.

#### **ARTICLE V - NOMINATIONS AND BALLOTS**

**SECTION 1.** Nominating Committee

A. The President shall appoint a Nominating Committee at the Annual Convention preceding the mail ballot for the election of Officers, announcing same at the time of the Annual Business Meeting with additional notice to the membership in the Handcar.

B. The Nominating Committee shall submit a written report of its nominations to the mid-year Board of Directors meeting. This report will include a summary, not to exceed 200 words, of the qualifications of each candidate. This list of candidates shall be announced to the membership in the Handcar

C. Not later than Feb. 15th, any group of twenty MCoR members in good standing, no more than ten from any one state, may petition the Nominating Committee to nominate an additional candidate for any or all of the offices available. This petition, along with a statement of qualifications not exceeding 200 words, shall be submitted to the President who will in turn transmit it to the Nominating Committee for action.

D. The Nominating Committee shall submit its report of nominees to the Ballot Committee no later than April 1st. Candidates submitted by the Nominating Committee shall be listed first, followed by candidates nominated by petition. A final line shall be provided for a write-in candidate for each office. Statements of qualifications for each candidate shall be provided with the ballot.

## **SECTION 2. Ballot Committee**

A. The Ballot Committee, appointed by the President, shall conduct the election of Regional Officers, along with such other matters that may properly be placed on the ballot for direct vote by the general membership.

B. The secretary shall establish a schedule for the Ballot Committee no later than February 1 of the year of the election.

C. The Ballot Committee shall prepare the ballots for election of officers plus such other matters requiring a vote of the membership, according to the schedule established by the secretary.

D. Only completed ballots, returned to the Chairman of the Ballot Committee and postmarked by the date specified by the schedule of the secretary, shall be counted. Ballots received after midnight, on the date specified by the schedule of the secretary, shall not be counted regardless of the date of the postmark.

E. Final results of the balloting shall be announced at the Annual Convention and in the Handcar

## **ARTICLE VI - OFFICERS AND DIRECTORS**

**SECTION 1.** All officers and directors of the MCoR must reside within the geographic boundaries of the Region as established by the NMRA. Officers and Directors shall be members of the NMRA.

**SECTION 2.** The Officers of the Mid-Continent Region shall consist of the following:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

**SECTION 3.** Election of officers shall be held in odd-numbered years by mail ballot or by any method permitted by law.

**SECTION 4.** The president and vice president shall assume office on September 1st following their election in odd-numbered years and continue for a duration of two years or until their successor assumes office. A member may serve only two successive terms of office as President.

**SECTION 5.** The secretary and treasurer shall assume office at the close of the annual business meeting in odd-numbered years and shall serve for a duration of two years or until their successor assumes office. They shall immediately deliver all records of each office and the Region's funds to the newly elected Secretary and Treasurer.

**SECTION 6.** Directors shall be appointed by the president in any area not within a division.

**SECTION 7.** When a Division is formed as set forth in the Regulations, said Division shall elect a director, according to the Division's governing documents.

**SECTION 8.** The general management of MCoR shall be vested in the officers and directors of the Region.

**SECTION 9.** Any officer or director may appoint another member by written proxy to act in his behalf. Such proxy shall be counted in all voting and in determining the presence of a quorum.

**SECTION 10. Presidential Duties**

- A. The president shall perform the customary duties of this office including that of presiding officer at the Annual Business Meeting and all meetings of the Board of Directors as well as the day to day functioning of the region.
- B. The president, or his designee, shall be the MCoR representative to the Regional Advisory Council (RAC) as noted in the NMRA Regulations.
- C. The president shall appoint Directors for areas within the boundaries of the Region that are not within a division
- D. The president shall establish the various departments and committees and appoint their chairmen who are required to carry out the business and objectives of the Region.
- E. The president shall select and present the Kenny John Memorial Award to a member of the Region who in the president's judgment is the most outstanding member. This award is to commemorate the late K. B. John, an original founder and supporter of the Region.



F. The president shall annually appoint a committee to select a member of the Region to be the recipient of the Ken Cline Memorial Award. This award will honor the recipient's length of service to the Region, to the NMRA, and the hobby in general. This award is to commemorate the late Kenneth R. Cline for his many years of outstanding service to the Region.

G. A presidential committee shall be appointed to select a recipient of the Larry R. Long, MMR Memorial Award. The award will honor the recipient's service to the region and/or division as the Region Volunteer of the Year.

#### **SECTION 11. Vice-Presidential Duties**

A. The vice-president shall assist the president in the performance of his duties. The vice-president shall preside for the president in the absence of the president and shall assume the office of the president in the event the office is vacated.

B. In the event the office of vice-president is vacated, then the president shall appoint a successor to fill out the unexpired term subject to the approval of the Board of Directors.

C. The vice-president shall be the chairman of the membership department and shall be responsible for all duties of the membership dispatcher and computer manager while in office. The Vice-President may appoint assistants to carry out the duties of the membership dispatcher and computer manager.

#### **SECTION 12. Treasurer's Duties:**

A. The Treasurer shall keep a true account of all funds received and dispersed, render a proper accounting for these funds at the Annual Business Meeting, make the books and records available for an annual audit by a properly qualified member of the MCoR who shall be appointed by the President.

B. The Treasurer shall maintain the Convention Account as outlined in the Annual Convention Guidelines Section of the Executive Handbook.

C. In the event the office of Treasurer is vacated, the President shall appoint a successor to fill out the unexpired term subject to the approval of the Board of Directors.

#### **SECTION 13. Secretary's Duties:**

A. The Secretary shall record the minutes of the Annual Business Meetings and all meetings of the Board of Directors. The Secretary will be responsible to furnish the official minutes to members of the BOD within 30 days of the meeting and to the Editor for publication in the next available Handcar.

B. In the event the office of Secretary is vacated, the President shall appoint a successor to fill out the unexpired term subject to the approval of the Board of Directors.

**SECTION 14. Directors' Duties:**

- A. Directors are the governing body of the region and set the policy for the officers to follow. They represent only the interests of the corporation and owe their fiduciary duty to the corporation.
- B. Directors shall promote the model railroad hobby within their specific area by contact with individuals, hobby shop operators, and through other media.
- C. Directors shall, when possible, encourage, promote, establish, or assist with Division or Area Meets within their geographical areas.
- D. Directors shall cooperate with the Editor of the Caboose Kibitzer by furnishing news of the hobby, special articles, photographs, and information which will be of interest to the membership.
- E. Directors shall provide written reports to the president and secretary of activities and other items of model railroading interest within their geographical area. This report should be directed to the president and the secretary before meetings of the Board of Directors, both regular and special. This requirement may be waived by wording of the meeting announcement.
- F. In the event a director's position is vacated, the president shall appoint a successor or, when the vacated director's position is for a geographical area of a division, until the division holds an election to replace the vacated director's position.

**SECTION 15.** Any officer or director may be removed by the method described in the version of *Robert's Rules of Order* in effect at the time any allegation such as malfeasance, misfeasance, breach of a fiduciary duty, or any other action, omission, or other issue that causes or contributes to cause a breach of duty that is in the best interest of the Region. Legal counsel shall be a member of and advise an appropriate body as designated in the process. Legal counsel may chair any such body.

**ARTICLE VII – INITIATIVE AND REFERENDUM**

**SECTION 1.** The membership shall have the right to have any action taken by the Board of Directors placed upon the next available ballot by petition.

**SECTION 2.** The membership shall have the right to have any proposition submitted to the membership for a direct vote on the next available ballot by petition.

**SECTION 3.** A majority of the vote on actions or propositions mentioned in Section 1 or Section 2 hereof, shall adopt such actions or propositions.

**SECTION 4.** Each petition shall contain the exact wording of the action or proposition and shall contain the signatures of not less than twenty-five members of MCoR in good standing. Not more than fifteen of the petitioners shall be from any one state. Such petitions shall be submitted to the president no later than November 1st.

**SECTION 5.** The Board of Directors shall consider such petitions submitted at its Mid-Year Meeting and shall place them on the next available ballot. If the Board of Directors opposes such actions or propositions then a statement of their stand together with a statement by the proponents of such actions or propositions will be made to the membership along with the ballot. Neither statement shall exceed two hundred words in length.

## ARTICLE VIII – PUBLICATIONS

**SECTION 1.** The Region Publications, known as the *Caboose Kibitzer* and the *Handcar*, shall be provided to all members of the Region in good standing, and to officers of the NMRA, Editor of the NMRA *Bulletin* and/or *Scale Rails* or any succeeding publication, Editors of other Regional Publications and others as directed by the president or Board of Directors. Nothing herein requires the dissemination of the *Caboose Kibitzer* to those members of the region who have not paid a subscription fee for the publication. Other NMRA members who are not residents of the region may purchase a subscription to the *Caboose Kibitzer*.

**SECTION 2.** Publications shall be funded by moneys received by the Treasurer of the Region, whether as subscriptions, contributions, advertising receipts, etc., so that true cost of publication and distribution will be reflected by these records.

**SECTION 3.** The Region shall publish the *Caboose Kibitzer* and distribute the *Caboose Kibitzer* at least four times each year at reasonably regular intervals, if possible. It shall be compiled, edited, and published by an Editor who shall be appointed by the Region president. The *Caboose Kibitzer* shall be a modeling publication that may contain *The Handcar*.

**SECTION 4.** The *Caboose Kibitzer* is an extra member benefit available to all members of the Region upon payment of the proper fee. The fee shall be determined by the Board of Directors and published.

**SECTION 5.** The Region will publish *The Handcar* two times each year and *The Handcar* shall be distributed to all members. *The Handcar* shall publish all information regarding Region business, awards, and such other information that is of benefit to members.

**SECTION 6.** At least one copy of the *Caboose Kibitzer* shall be distributed to all members of MCoR each year.

**SECTION 7.** The mailing chairman shall supervise the mailing of all MCoR publications in cooperation with the Information Technology Manager by the use of such equipment as is available in cooperation with the NMRA.

**SECTION 8.** Other publications which may benefit and encourage the hobby and which may be published by individuals, clubs, or small groups within the Region shall be encouraged and assisted by the officers and directors of the Region along with the Editor of the *Caboose Kibitzer* insofar as it may be possible to do so.

**SECTION 9.** An *Executive Handbook* shall be published to guide officers, directors, department chairmen, committee chairmen, committee members, and individual members of the Region in the conduct of activities on behalf of or for the benefit of the MCoR. The contents of the *Executive Handbook* shall be determined by the Board of Directors. The secretary shall be the holder of the official copy of the Executive Handbook. In matters of policy, this handbook shall be binding upon all parties concerned.

## ARTICLE IX - ANNUAL CONVENTION

**SECTION 1.** The purposes of the annual convention are to provide model contests and exhibits, expert instruction, prototype and model railroad tours, and other social contacts for NMRA members and exhibits of railroad modeling for the public.

**SECTION 2.** Convention sites will be selected by the Board of Directors. Any city, division or recognized member organization within MCoR, may bid to host a convention by submitting a bid, in writing, to the Board of Directors at the annual convention at least two years in advance of the proposed convention date.

**SECTION 3.** Should there be no acceptable bid for any year; the convention site will be assigned to one of seven designated cities on a rotating basis, with the understanding that no city shall be required to accept such an assignment more often than once in five years. These seven cities shall be Oklahoma City, Oklahoma; Des Moines, Iowa; St. Louis, Missouri; Omaha, Nebraska; Little Rock, Arkansas; Tulsa, Oklahoma and Kansas City, Kansas or Missouri.

**SECTION 4** Should a city on the designated list be unable to host an assigned convention, the opportunity to host that convention will automatically pass to the next city on the list.

**SECTION 5.** A joint convention may be held with another Region that there is sufficient popular support for such a convention.

**SECTION 6.** A convention committee, comprised of at least three persons appointed by the President, shall be responsible to provide a satisfactory convention for the membership by means of direction and assistance to the convention host committee.

**SECTION 7.** The Region Convention Committee shall request Operation Lifesaver and/or other railroad safety organizations to make a presentation at the annual convention during the Train Show. No cost shall be charged to the presenter for space used.

## ARTICLE X-DIVISIONS

**SECTION 1.** A Division may be formed by any group of MCoR members, residing in a contiguous geographical area, by submitting a petition, to the Regional President.

**SECTION 2.** The petition shall contain the following:

- A. Name of the proposed Division;
- B. Geographical area by zip codes the Division intends to represent;
- C. All proposed governing documents;
- D. Intent of electing a Division Director; and,
- E. Signatures and address of all petitioners.

**SECTION 3.** The petition shall be presented by the president or respective area director to the Board of Directors for review at its next regularly scheduled meeting.

**SECTION 4.** If the petition is approved by a majority vote of the Board of Directors, a charter shall be granted

**SECTION 5.** Chartered Divisions shall be guided in their organization and operations by the Division Guideline Section of the *Executive Handbook*.

**SECTION 6.** The dissolution of any Division within the Region may be approved by a majority vote of the Board of Directors. Upon approval the charter is considered revoked. The officers of the Region shall consider a Division as inactive if it has held no meetings or other activities within the last year or if it has no elected officers. The officers of the Region shall recommend dissolution of the Division to the Board of Directors. Upon the dissolution of any chartered Division all assets shall be turned over to the region treasurer.

## **ARTICLE XI - DEPARTMENTS, COMMITTEES, AND OTHER STAFF ASSIGNMENTS**

**SECTION 1.** The region vice-president will head the Membership Department. The region vice-president will be responsible for the duties of the membership dispatcher and information technology manager. The Membership Department will be guided in its operation as outlined in the Membership Department Guidelines Section of the *Executive Handbook*. The vice-president may appoint an assistant to perform the duties of the membership dispatcher and information technology manager and shall be further assisted by:

- A. New Member Chairman
- B. Member Aid Chairman

**SECTION 2.** The convention department chairman shall head the Convention Department. The convention department chairman shall be guided by the Convention Department Guidelines Section of the *Executive Handbook*. The convention committee consists of the following:

- A. Contest Chairman
- B. Area Meet Chairman
- C. Clinic Chairman

**SECTION 3. Other Staff Assignments:**

A. Public Education Chairman will develop and maintain the Public Education Guidelines Section of the *Executive Handbook*. He shall also be available to render advice and assistance to persons desiring to establish a public education program concerning model railroading within their community.

B. Historian will receive and preserve items of historical interest to the Region. These would include papers, documents and files from officers, directors, departments, committees, and individual members of MCoR.

C. Achievement Program Chairman will promote and administer the NMRA Achievement Program within MCoR. He shall also be a member of the appropriate NMRA department as set forth by the NMRA. The achievement program chairman's responsibilities are as described in the appropriate NMRA publication regarding his position.

**ARTICLE XII - FISCAL YEAR**

**SECTION 1.** The fiscal year for the keeping of accounts and operation of budgets shall be from the first day of January of any given year to the thirty-first day of December of that year.

**ARTICLE XIII – DISSOLUTION**

**SECTION 1.** No part of the net earnings of the MCoR shall ever be conveyed to the benefit of any donor, member, Director or Officer of MCoR or any private individual. No donor, member, Director or Officer of MCoR shall be entitled to share in the distribution of any of the MCoR assets.

**SECTION 2.** Upon dissolution, any assets of MCoR must be distributed to the National Model Railroad Association, provided that its stated purposes promote the hobby of model railroading. The funds are to be distributed toward the furtherance of the hobby of model railroading within the geographic boundaries of the Mid-Continent Region of the National Model Railroad Association as they are drawn at the time of dissolution.

**SECTION 3.** If the stated purposes of the National Model Railroad Association have changed from promoting the hobby of model railroading, then the directors filing dissolution documents regarding MCoR may designate any other hobby organizations, recognized by the Internal Revenue Service as a tax exempt educational organization that subscribe to the same purpose, namely the promotion of the hobby of model railroading.

Adopted May 2005

## GUIDELINE INDEX

### MEMBERSHIP DEPARTMENT

SECTION 1. The Region Vice-President will be responsible for:

- A. Supervision of all Membership Personnel.
- B. Development and production of necessary mailing items to be used by his staff.

SECTION 2. The Membership Dispatcher shall:

- A. Maintain a Data Base of the Region Members including MCoR membership numbers, NMRA membership numbers, MCoR life memberships, MCoR MMR's list, Name, Address, Phone number and E-mail address for all Region members in both an active and inactive list.
- B. Mail out all membership cards to the Region members.
- C. Maintain the Zip+4 codes for all Region members in the Data Base.
- D. Mail a copy of the Data Base to the Mailing Chairman when required for any Region mailing.
- E. Mail membership monthly summaries from the NMRA to all Division and Area Directors within the Region.
- F. Mail or E-mail the Quarterly NMRA MCoR membership list to each Division and Area Director.

SECTION 3. The New Member Chairman shall:

- A. Receive a list of new MCoR members about once a month from the Membership Dispatcher. The New Member Chairman should write a letter to each new member welcoming him or her to the region. They should be given the name of their Division/Area director with address and phone number and E-mail if they have one, explaining that the member should contact them about any local events. The New member Chairman should explain where the next MCoR convention is located and the new member should be invited to attend. The New Member Chairman may add other information he or she feels will help the new member of the Region.

SECTION 4. The Computer Manager:

- A. Maintain a Data Base of all MCoR members on Microsoft Access with duplicate backup removable media of a type that also can be used by the Membership Dispatcher, the Mailing Chairman and the Vice-President.
- B. Provide a list of Division members to Division Directors when requested by the Division Director or other Board of Director member.
- C. Provide mailing labels as requested by the Publication Department.

SECTION 5. Guidelines for the Membership Dispatcher and Computer Manager

The Membership Dispatcher will use the MCoR Microsoft Access Database to perform the duties of keeping the membership records of MCoR up to date and mailing out the membership cards to the membership. Two copies of the database will be kept up to date on backup media of a type that also can be used by the Membership Dispatcher, the Mailing Chairman and the Vice-President. All other software such as operating system, word processor and spreadsheet program should be of the newest versions available as furnished by the region. One backup media will be the master list kept in the possession of the Computer Manager and Membership Dispatcher at all times. The second backup media will be keep up to date, and mailed to the Mailing Chairman whenever he has a MCoR mailing to perform, after which time, he will return the media so it can be up dated. This is the reason for the two backup media maintained by the Computer Manager and Membership Dispatcher. A Copy of the Membership list on the database shall only be given to the

## Mid-Continent Region- NMRA Handbook

Executive Officers or Division Directors, and the Mailing Chairman of MCoR; anyone else wanting it shall first have the approval of the Vice President.

### Work Instructions for the Membership Dispatcher

At the end of each month, HQ will send out the following reports by E-mail:

29\_QuarterlyRosterReports.CSV, 29\_30DaysPastDueReport.CSV, 29\_60DaysPastDueReport.CSV,  
29\_DeceasedMembersByRegionReport.CSV, 29\_ChangeOfAddressReport.CSV, and 29\_NewMembersReport.CSV.

Post all of these reports and any other reports that HQ sends you to the MCoR website by using CuteFTP 7.0 software; anyone on the Call Board can then download the files they need.

Next thing is to import the new 29\_QuarterlyRosterReports.CSV into the MCoR Database. If the file is sent to you as an Excel file, save it as a CSV file, open the MCoR Database, and click on the Tables in the left hand list. Navigate to t\_NMRA\_csvdump\_all and double click on it to open the table. Click on the uppermost left hand square, and the whole table should be selected. Or click on Edit Menu then Select All. Now push your Delete Key and all the data in the table should be gone. Close the Table.

Now using Excel, open the 29\_QuarterlyRosterReports.CSV you got from HQ. Rename the First Column from id to NMRA # and close and save the changes and put the file in My Documents. Return to the MCoR Database and click on the File menu, then Get External Data, Then Import. You're My Documents window should open, if not navigate to it. At the bottom of the window is a block called Files of Type, click the drop down arrow and find Text Files (.CSV) and click on that type file. You should see your saved CSV file, if not click on import and it should appear. Now highlight the 29\_QuarterlyRosterReports.CSV file and click Import again. When the next window opens, be sure Delimited is checked and click next. The next window should have Comma checked, and then click next. In the next window click In an Existing Table, and the drop down arrow. In the List select t\_NMRA\_csvdump\_all, then click next, and finally finish. The 29\_QuarterlyRosterReports.CSV will be imported into your blank t\_NMRA\_csvdump\_all Table in the MCoR database.

Now return to the Main Switchboard in the database. Click on CSV-Datafile button and then click on all the sub buttons one at a time. Return to the main switchboard and click on the Missing Data Lists button and click on all the sub buttons. After you have done all these functions your MCoR database will be updated from the latest HQ QuarterRosterReport, and you will be ready to take care of the new members.

About ten days into the month you will get a Region Dues report in the mail from HQ. This will have a listing of all members that have joined MCoR or renewed their membership. Each listing will look like the following:

29/02 121838 00 #29-5064  
James H. Bernard, Jr.

9104 Delmar St

Prairie Village KS 66207-2661  
USA  
Phone: 931-385-7088

RM 12 45.00  
Joined: 09/08/2000  
Pay: 08/23/2004  
Dues: 6.00  
Expire: 10/01/2005  
RegExp: 10/01/2005  
Email: [jhb2@msn.com](mailto:jhb2@msn.com)

29/02 is the MCoR region/division number 29 for MCoR and 02 for division two in MCoR

121838 00 is the member's national membership number.

#29-5064 is the member's MCoR membership number. It is recorded in the MCoR database as 5064 without the #29.

The member's name, address, with Zip+4, phone Number and Email address are provided.

The RM is the national membership type, the 12 means they are a NMRA member for 12 months and they paid \$45.00 to national.

Dues: 6.00 means they paid \$6.00 dues for a one year membership in the MCoR Region.

Expire: 10/01/2005 is the expiration date of their national dues.

RegExp: 10/01/2005 is the expiration date of their regional dues. These two dates must be the SAME!

Now you will enter the above member data into the MCoR database. On the Main Switchboard click on the first button called Member Data Updates. On the next level, click on the first button called Update member Information. MCoR Member Updates table will open as seen below:



## Mid-Continent Region- NMRA Handbook

**MCoR Member Updates**

Prefix: Last: Suffix: First Name: MI:  
Name: Aarestad, Mary, M.  
MMR #: 0 Password:   
NMRA#: 123391 00 Gender: F Spouse:   
MCoR #: 4596 #29-4596 Business:   
Division#: Great Midwestern Divi Is/Was MCoR#   
Division Title:   
Address1:   
Address2: 4416 72nd St  
Address3:   
City, County: Urbandale  
State, Co, Zip, +4: IA 50322 1102  
Home phone #: 608-783-6760  
Work phone #:   
Fax Phone#:   
Mobile Phone#:   
E-mail: ryanmary51@msn.com  
2nd E-mail:   
Record: 1 of 1  
National Regular Member  
Membership Status:   
Generate Letter:   
Kibitzer Subscription: Mailed OnLine  
Transaction: 01/16/2006  
Renewal Date:   
Record: 1 of 1  
MCoR Region Title:   
National Title:   
Record: 1 of 1  
Record: 1 of 3889

In this form, highlight the NMRA# then click Ctrl key + F key to open the find window. Enter the NMRA # for each member from your region dues report and click find next. That NMRA member should come up in our database. Verify that all the data on the region dues report is correct, if not enter it into the data base in the appropriate slot and be sure and click where the little arrows are located on the left of each form partition to save your changes. Write the 29-\*\*\*\* number on the region dues report form for each member to either verify the number or provide it for HQ if they do not have one for that member. Do this for each member HQ reports on the region dues report. Always use the Ctrl Key + F Key to navigate the form, if you do not do so, you will change the data on the form page you are viewing and the information will be changed, this you do not want to do! Now check the LETTER box under Renewal Date for each member you have entered data for on the update form. Close the update form and return to the Main Switch Board.

Now click on Reports, Letters, and Mailing Labels on the Main Switch Board below.

**Main Switchboard**

Mid-Continent Region

- Member Data Updates
- Call Board Updates
- CSV\_DataFile
- Missing Data Lists
- Generate Member Lists
- Reports, Letters, Mailing Labels
- Today's Updates
- Close MCoR Database

## Mid-Continent Region- NMRA Handbook

This will bring up the Reports, Letters, and Mailing Labels Board as seen below.



Click on Generate New Members Materials. This will bring up three reports you will need to print out.

Put Avery Form 8160 in your color inkjet printer and print the mailing labels. Next put Avery Form 5390 in your color inkjet printer and print out the membership cards. Lastly, using plain paper, print out the membership letters. Put the mailing labels on an envelope, insert the correct letter and membership card, put a stamp on the envelope and mail each member their letter and membership card.

You can generate Member Summary Reports, Generator Mailing Labels for the CK printer to use to mail the CK to members, Generate NMRA Life w/o MCoR life letters to remind them to renew their MCoR membership, or produce callboards from this switch board.

Anytime you make changes to the database, be sure and make two copies of the database on Zip disks!

Make a copy of the region dues report, cut it up and mail each division section to the division membership chairman or director, one complete copy back to HQ so they can update their records with any changes you made. Mail a copy of the region dues report along with the check to the MCoR Treasurer. File a final copy for your records and you are done for another month. All of this should take you one full weekend a month to perform.

Once HQ has sent you the new month end reports and you import the information into the database you will need to update the database information, go to the main switch board and click on the third option called CSV\_Data File, then click on CSV Data File Updates, then click on Create fullname filed in CSV table. Next click on Create Fullname filed in master members table, then click on Create MCoR#s in CSV table, next click on Create Phone listing field in CSV table, click on Create Zip Code Field in CSV table, and finally click on Return to CVS\_Datatable switch board.

Now click on CSV data file errors, then click on Find CSV file phone format errors, next click on Find CSV Zip Code format errors, and finally click on Return to CVS\_Data file Switch Board. Round two is finished.

Now click on CSV vs MasterList Mismatch, then click on CSV vs MasterMember MCoR# Mismatch, next comes click on CSV\_MCoR# Correction, click on CSV File without MCoR#, next click on Add CSV Members to Master List. Continue to click on CSV\_vs\_Mastermember NMRA# Mismatch, now click on CSV\_vs\_Mastermember FullName Mismatch, and then click Return to CSV\_Datafile Switch Board. Round three is finished.

Click on CSV\_vs\_MCoR AddressList Mismatch, next click on CSV\_vs\_MCoR AddressList Address Mismatch, then click on CSV\_vs\_MCoR AddressListing City State Mismatch; follow up by clicking on CSV\_vs\_MCoR AddressListing ZipCode Mismatch, continue with a click on CSV\_vs\_MCoR AddressListing Phone Mismatch, followed by a click on CSV\_vs\_MCoR AddressListing E-mail Mismatch, then click on Return to CVS\_Datafile Switch Board. Round four is finished.

Click on CSV\_vs\_MCoR\_Status\_Mismatch-Update; proceed to click on CSVDump\_Without Matching\_Master\_Member\_Status, next click on National Membership Status Discrepancies, following up with a click on National Renewal Date Discrepancies, right on to clicking on Regional Renewal Date Discrepancies (Mismatch Only), proceed to click on Regional Renewal Date Discrepancies (Missing Only), and finally click on Return to CSV\_Datafile Switch board followed by a click on Return to Main Switch Board. Round five is finished.

AS the Database brings up the various reports that have errors or discrepancies, you must enter to corrected data into the report so they will be updated and corrected.

## Mid-Continent Region- NMRA Handbook

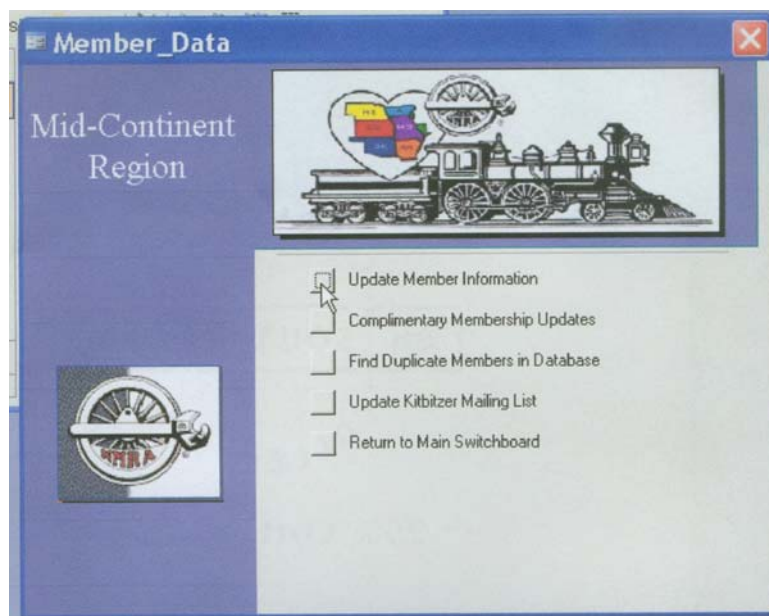
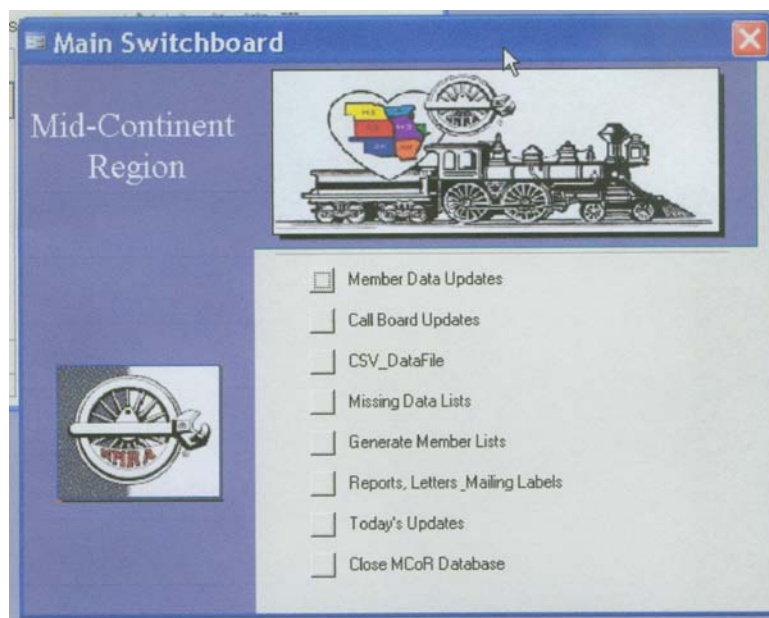
Now click on Missing Data Lists on the Main Switch Board, then click on Missing\_NMRA#'s\_List, follow that with a click on Missing\_ZipCodes\_List, continue to click on Missing\_Zip + 4 Codes\_List, then click on NMRA\_In\_MCoRwo\_MCoR#, and finally click on Return to Main Switch Board.

We are getting there, Click on Reports on the Main Switch Board. Now click on Member Summary Report, follow that up with a click on Active Member Listing, then click on Inactive Member Listing, next click on NMRA Life w/o MCoR Life Members, enter a date, then click OK, now click on Return to Main Switch Board.

Now click on Generate Mailing Labels on Main Switch Board, and then click Update-Kibitzer Mailing Labels, then if you want one click on Produce CK Mailing Labels, now click Return to Main Switch Board.

When you get the member renewals, etc. report from HQ around the 10<sup>th</sup> of the month, click on Member Data Updates on the Main Switch Board, then click on Update Member information and proceed to update the member information as explained above. When finished with all the changes, close the database, I save it to my Documents. Now save two copies to Zip Disks, and then upload the database to the website. You are now finished with one month's work on the MCoR database.

### Screen Shots of Database Switch Board





## Mid-Continent Region- NMRA Handbook

**MCoR Member Updates**

Prefix: Last: Suffix: First Name: MI:  
Name: Aarestad Mary M.  
MMR #: 0 Password:

NMRA#: 123391 00 Gender: F Spouse:   
MCoR #: 4596 #29-4596 Business:   
Division#: Great Midwestern Divi Is/Was MCoR#

Address1:   
Address2: 4416 72nd St  
Address3:   
City, County: Urbandale  
State, Co, Zip, +4: IA 50322 1102  
Home phone #: 608-783-6760  
Work phone #:   
Fax Phone#:   
Mobile Phone#:   
E-mail: ryanmary51@msn.com  
2nd E-mail:

Record: 1 of 1

Renewal Date:   
National: Regular Member  
Membership Status:  Generate Letter   
Kibitzer Subscription:  Mailed  OnLine  
Transaction:  01/16/2006



Record: 1 of 1

Record: 1 of 3889

Division Title:   
MCoR Region Title:   
National Title:

**CallBoardUpdates**

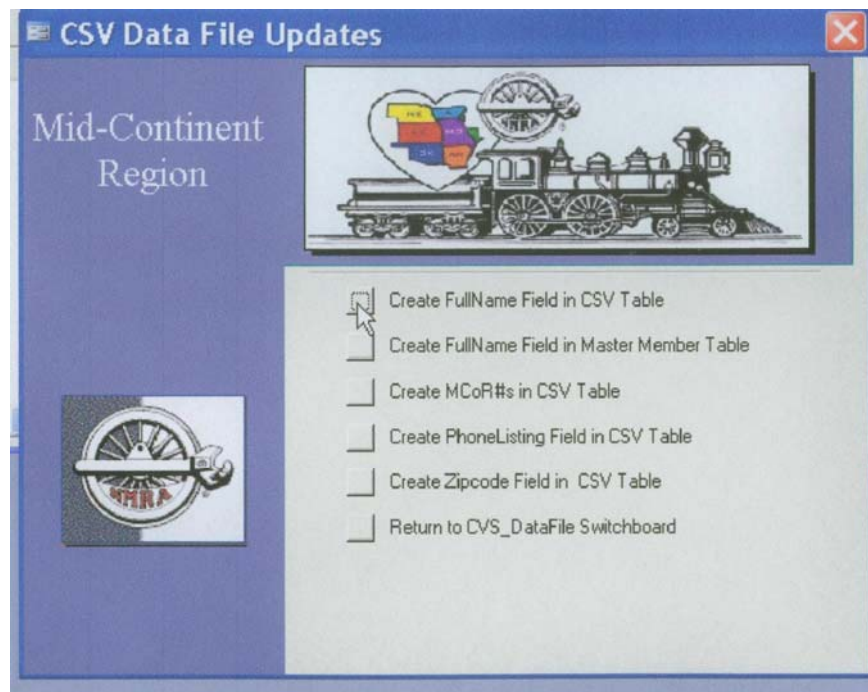
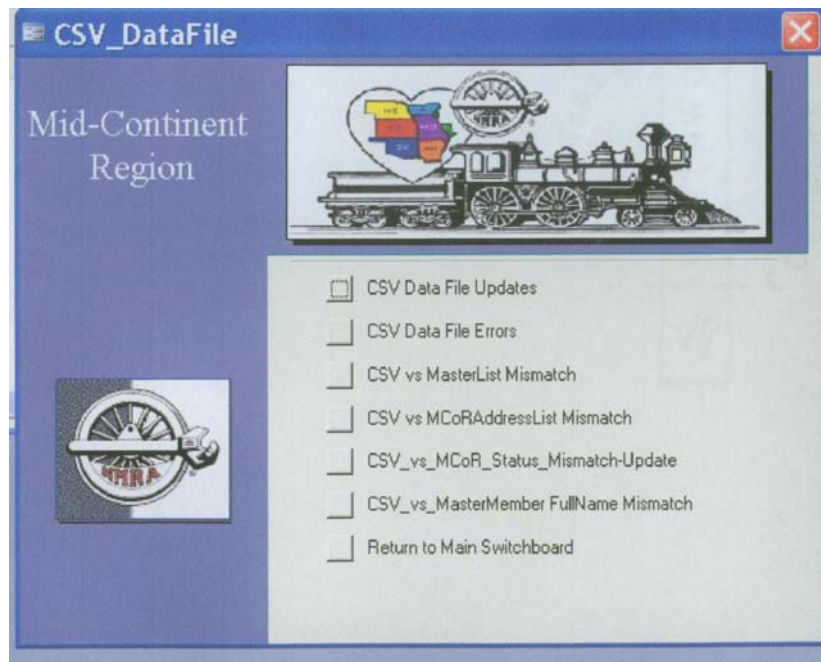
Mid-Continent Region



- Update National Callboard
- Update Region Callboard
- Update Division Callboard
- Return to Main Switchboard

Use this screen to update any portion of the Callboard.



## Mid-Continent Region- NMRA Handbook



## Mid-Continent Region- NMRA Handbook

**CSV Data File Updates**



Mid-Continent Region



- Create FullName Field in CSV Table
- Create FullName Field in Master Member Table
- Create MCoR#s in CSV Table
- Create PhoneListing Field in CSV Table
- Create Zipcode Field in CSV Table
- Return to CVS\_DataFile Switchboard

**CSV vs MasterList Mismatch**

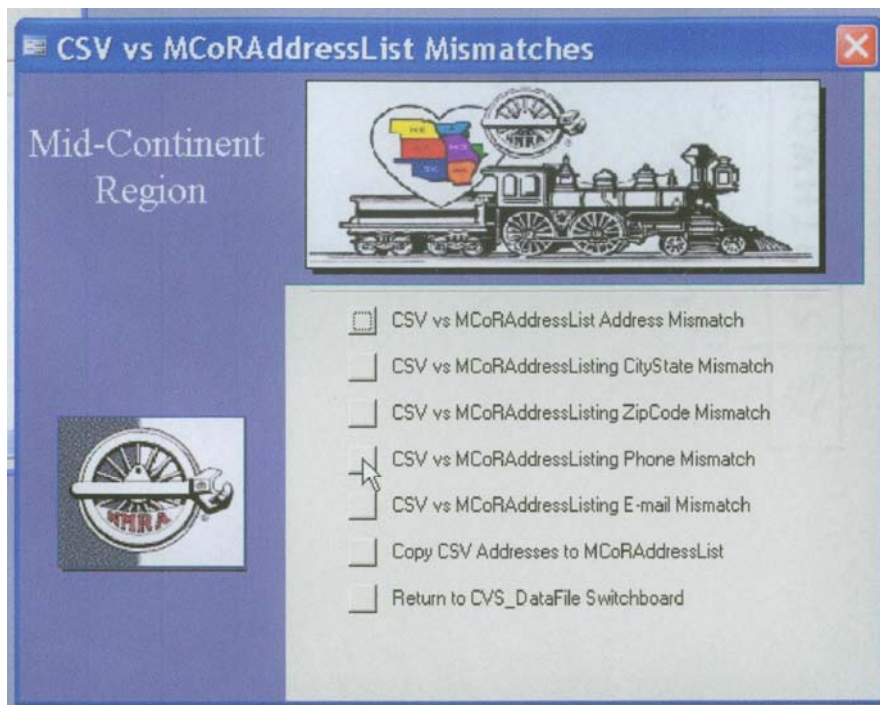
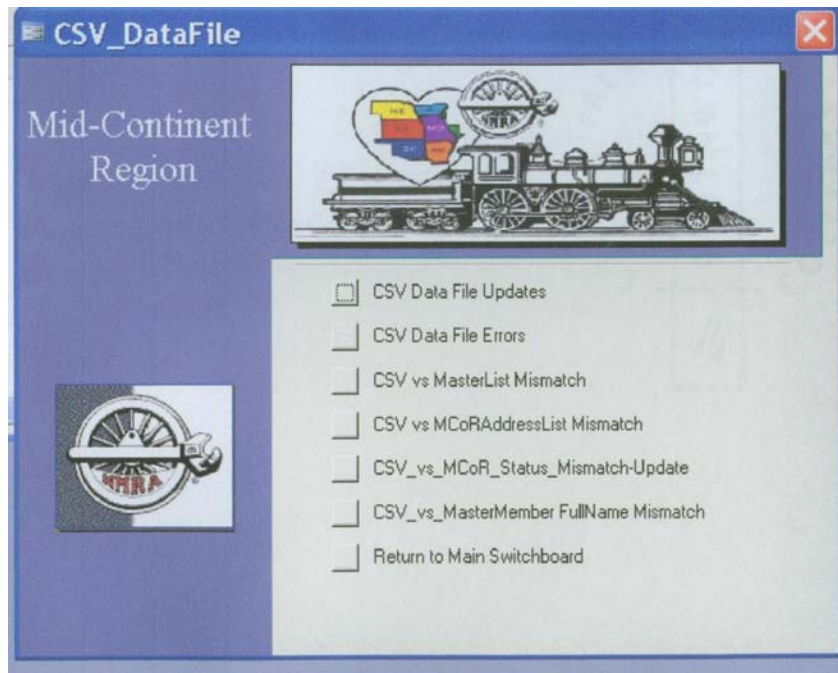
Mid-Continent Region



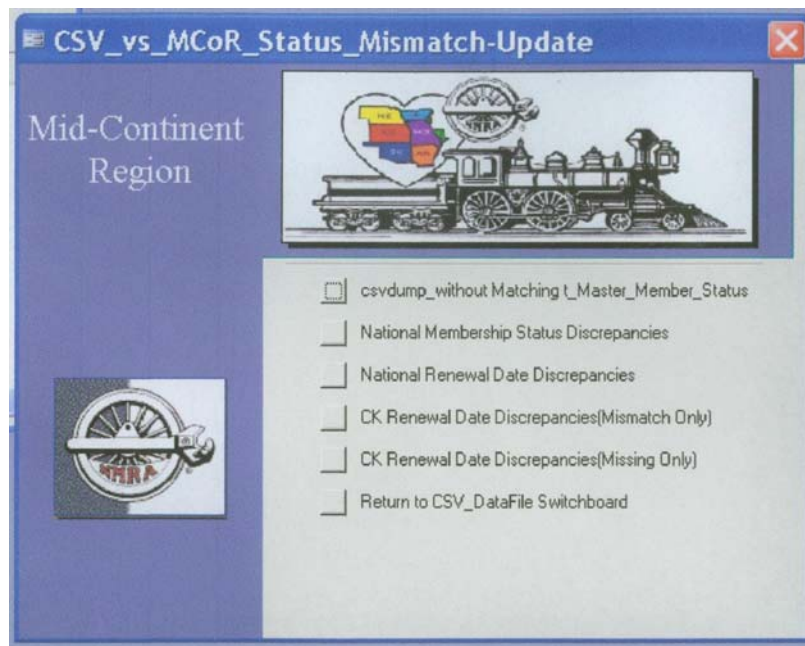
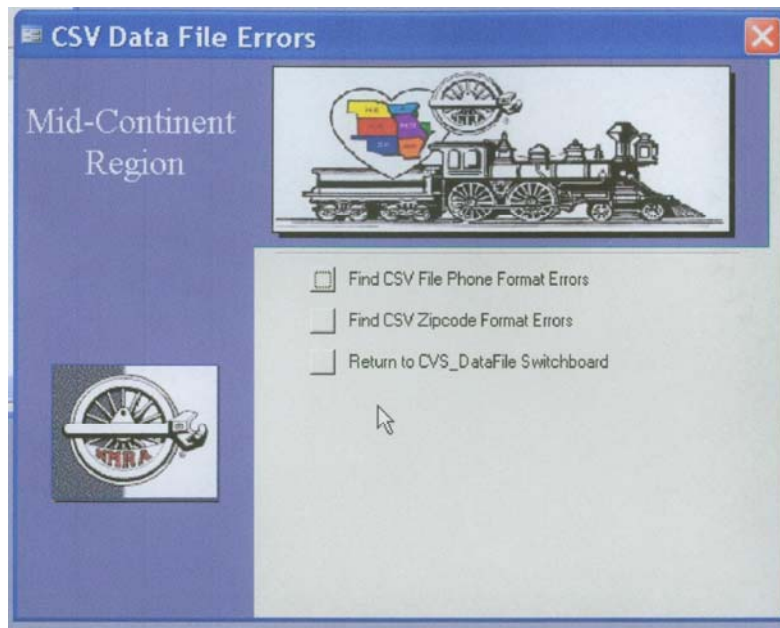
- CSV File without MCoR# (Add MCoR#)
- Add CSV Members to MasterList (Update)
- CSV\_vs\_MasterMember\_Number\_Mismatch
- CSV\_MCoR#Correction (Update)
- CSV\_vs\_MasterMember NMRA# Mismatch
- Duplicate Memberships in MCoR Data
- Return to CVS\_DataFile Switchboard



## Mid-Continent Region- NMRA Handbook



## Mid-Continent Region- NMRA Handbook






## Mid-Continent Region- NMRA Handbook

Missing Pieces



Mid-Continent Region



- Missing\_Addresses\_List
- Missing\_NMRA#'s\_List
- Missing\_Zip Codes\_List
- Missing\_Zip+4 Codes\_List
- NMRA\_in\_MCoR wo-MCoR#
- Return to Main Switchboard

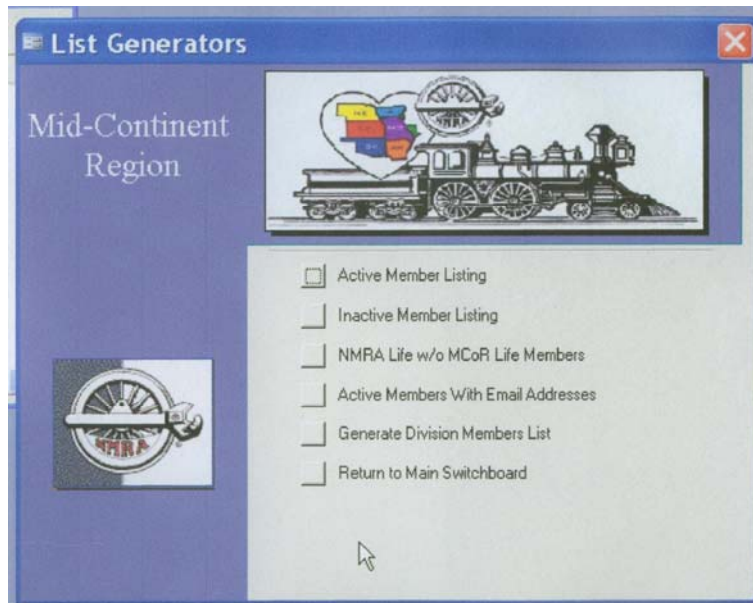
CSV Data File Updates

Mid-Continent Region



- Create FullName Field in CSV Table
- Create FullName Field in Master Member Table
- Create MCoR#s in CSV Table
- Create PhoneListing Field in CSV Table
- Create Zipcode Field in CSV Table
- Return to CVS\_DataFile Switchboard

## Mid-Continent Region- NMRA Handbook



Use this screen to make lists.



Use this screen to make reports, generate mailing labels and generate the new member mailing labels, subscription card, and subscription letter, you have to use Avery forms 8160 and 5390 for the mailing labels and subscription cards. The subscription letter prints on plain paper.

**PUBLICATIONS DEPARTMENT**

SECTION 1. A bulk mailing permit shall be established and maintained at the St. Louis, Missouri, Post Office.

SECTION 2. The Region will not remail publications that have been returned due to a change of address with no notice having been sent to the Region. These members may obtain the publications by paying the additional postage.

SECTION 3. The NMRA BULLETIN shall receive news of Regional meetings and proper notice of scheduled Regional events from the Secretary. News of members and their achievements shall be furnished by the Directors or the Editor of the CABOOSE KIBITZER.

SECTION 4. A MAILING CHAIRMAN shall supervise the mailing of all MCoR publications.

SECTION 5. Advertising rates for the CABOOSE KIBITZER shall be determined by the Region Editor with assistance from the Advertising Manager. Rates shall be advertised in the CABOOSE KIBITZER as yearly rates with single issue rates available at 35% of the yearly rate. Any MCoR Division or recognized member organization shall be offered one ad per year for meet advertisement at no charge on a space available basis only at the discretion of the Region Editor. Any MCoR Division or recognized member organization will be charged one-fourth (1/4) the yearly rate for any remaining issues during the same calendar year.

## CONVENTION DEPARTMENT

### ***CONVENTION DEPARTMENT RESPONSIBILITIES***

SECTION 1. The Convention Department shall be responsible to provide a satisfactory Annual Convention for the membership by means of direction and assistance to the Convention Host.

SECTION 2. The Convention Department shall perform the following activities:

A. Insure that cities in the rotation schedule of the By-Laws have started active preparation at least two years in advance.

B. Inspect, as necessary, and approve proposed Convention sites with the Convention Host to insure:

1. Adequate space.
2. Adequate physical equipment.
3. Firm financial arrangements spelled out in a contract.
4. Accessibility to convention housing.

C. Inspect and approve proposed convention housing with the Convention Host to insure:

1. Sufficient housing.
2. Guaranteed room rates.
3. Firm financial arrangements spelled out in a contract if the Hotel or Motel also provides the convention site.

D. Provide an outlined financial accounting procedure for use by the Convention Host Committee.

E. One member of the Convention Department shall serve as the Contest Chairman. He shall:

1. Assist the Convention Host in preparing for Model/Photo Contests.
2. Assist in recruiting a team of judges for the contests and insure that such judging is carried out according to the MCoR contest rules.
3. Be consulted by the Host with regard to procedures and rules for any outside contests proposed by the Host.
4. Procure all awards for MCoR sponsored contests in connection with the Annual Convention; these awards shall be standardized to be the same each year and shall include first, second and third place plaques for each model and photo contest category and a Best of Show plaque.

F. One member of the Convention Department shall serve as Photo Contest Chairman. He shall:

1. Assist the Host in preparing for Photo Contests.
2. Assist in recruiting a team of judges for the Photo Contests.
3. Insure that judging is carried out according to MCoR Photo Contest Rules.

G. One member of the Convention Department shall serve as Clinic Chairman. He shall maintain a list of all clinicians and clinics in the Region as a resource for any Regional or Divisional activity that would have clinics.

H. One member of the Convention Department shall be designated as Non-Rail Chairman to assist the Host, as necessary, to provide an adequate program for the spouses and children who do not participate in the regular activities of the Convention.

I. The Convention Department shall be prepared to render such other advice and assistance to the Host as shall be deemed necessary to provide a satisfactory Convention for the membership.

## Mid-Continent Region- NMRA Handbook

J. The Convention Department shall develop, publish, distribute, and maintain a Master Convention Guide for the guidance of Convention Hosts. This guide should include factual, statistical, and technical information based upon past Convention records along with procedures, requirements, and suggestions to assist the Convention Host.

K. The Convention Department shall receive and review for completeness and accuracy the full Annual Convention Report from the Convention Host Committee. When approved, the report shall be filed in the Master Convention File and a copy sent to the Regional President.

L. The Convention Department Chairman will maintain the Master Convention File which will contain programs and financial reports from past Conventions. This file may be loaned to assist the Host Committee in their planning.

### ***CONVENTION ACCOUNT***

SECTION 1. 50% of the net profit from each Annual Convention shall be transmitted to the MCoR Treasurer. The Treasurer shall credit the Convention Account with the sum of that net profit.

SECTION 2. The Convention Account shall be expended for the following purposes:

A. To make loans to the Convention Host for advance operating expenses. The Host shall send a letter of request to the Convention Department Chairman who will authorize payment by the Treasurer. At the earliest possible date, this loan(s) should be repaid to the Convention Account.

B. To pay reasonable travel and lodging expenses for two inspection trips to the Convention City by a member of the Convention Committee. If more than two trips are deemed necessary, the additional trips must be authorized by the MCoR President.

C. To pay for any financial losses suffered as a result of the operation of the Annual Convention.

D. To pay for contest awards purchased by the Awards Chairman.

E. To fund projects deemed appropriate by a majority vote of the Board of Directors.

SECTION 3. The Achievement Program Chairman shall be responsible for the procurement of frames for NMRA Achievement Awards and all Awards shall be framed before being presented at the Annual Convention.

### ***ANNUAL CONVENTION GUIDELINES***

Conducting a model railroad convention is a complex and time consuming task. If, however, the effort is organized early, approached via a carefully constructed time line and competently staffed, it can be enjoyable and the results can be profitable.

At the outset, it should be stated that the purpose of this guideline is not to create a mold into which all conventions must fall. A problem with many past conventions, both national and regional, is that they were too similar. They followed a predictable pattern and schedule and often introduced the participant to little in the way of new activity. Were it not for the fellowship—opportunities to see new faces and become friends with other model railroaders—many conventions would have been failures. It must be remembered that camaraderie is one of the strongest attractions of a convention and those who plan these events will do well to permit ample time for socializing. Conventions that constantly separate the participants into special interest activities without providing mass opportunities for rubbing elbows may be depriving the participants of a much needed experience.

#### **Timeline:**

3 years before:<sup>1</sup>            Establish a Convention Bid Committee and begin to prepare written bid for submission to MCoR Board.

24 months before:        Submit formal bid to MCoR Board and receive approval.

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<sup>1</sup> This timeline schedule is not absolute. It is important to make plans well in advance of deadlines, however, and the schedule shown here provides what seem to be the minimum amounts of time to thoughtfully consider the essential elements of a successful convention.



## Mid-Continent Region- NMRA Handbook

### A. Prototype fan trip

- B. Busses for home layout tours, etc.
- C. Caterers for off premise meals
- D. Entertainment contracts for banquet
- E. Non-rail events requiring specific appointments with museums or business establishments

Secure agreements from principal clinicians/speakers.

As soon as contracts are secured:

Prepare convention advertising/publicity.

- A. Develop an overall plan and budget.
- B. Inform all chairpersons of critical advertising deadlines.
- C. Post convention notices with all hobby publications.
- D. Execute plan on a prescribed schedule.

18 months before: Review progress with MCoR Convention chairperson.

12 months before: Report progress to MCoR board.<sup>4</sup>

12 months before: Review final media deadlines for advertising/publicity.

6 months before: All convention arrangements should be considered final at this point.

At regular intervals:<sup>5</sup> Hold meetings to review progress with all committee chairpersons to ensure adherence to schedules.

1-2 weeks before: Final inspection of convention facilities; review all arrangements.

1 day before: Set up registration facilities, check systems, open exhibition areas.

Opening day: All personnel should be on hand to ensure proper operations.

### Line Items

#### 1. Convention Bid Committee/preparing a written bid for submission to MCoR Board.

The Convention Bid Committee is usually the group of people most interested in obtaining a convention for their community and organization. The committee should include individuals with a strong sense of organization, an understanding of business/finance, and ability to communicate well.

The committee's responsibility is to prepare a presentation that will persuade the MCoR Board of directors to place the responsibility for its annual convention in the hands of the proposing sponsors. The minimum required is a written bid naming the facility to be used, providing a schedule and the probable convention dates.<sup>6</sup> Though the Regulations do not require more, a successful presentation will include more information, recognizing the need to communicate entertainment and fund-raising value, sell the advantages of your community over a competitor's or to promote your convention site, by various means, to the overall membership of the Region.

The image of the Mid Continent Region is at stake with the holding of each annual convention. Therefore, in reviewing bids, The MCoR Board looks for an indication that the sponsors have done their homework. You should have an ample manpower pool. You should have or be able to secure adequate financial capital to cover your up-front costs.<sup>7</sup> You should research probable costs of appropriate space and produce a schedule of activities that will attract maximum member participation. You may find it advantageous

<sup>4</sup> All major convention plans should be firm by this date, although changes can and invariably will be made after this point.

<sup>5</sup> The frequency of committee meetings is a matter for local determination. The more efficiently your committee functions and the better the communications between personnel, the less need you will have for frequent formal meetings.

<sup>6</sup> See MCoR Regulations, Article III, Section 1 and Article IX

<sup>7</sup> MCoR has, on occasion, provided a fund advance to convention sponsors with the understanding that MCoR will be paid back from convention proceeds.

## Mid-Continent Region- NMRA Handbook

to contact your local chamber of commerce or convention bureau and enlist their assistance in producing the most marketable convention package. Before suggesting prototype events and model railroad layout tours, consult the owners/operators to assure their full cooperation.

In determining the convention schedule, you should remember that the Region requires that time be reserved for one meeting of the Board of Directors and an annual meeting of MCoR membership. These are MCoR's only regulatory requirements; however, MCoR Regulations stipulate that the purposes of the Annual Convention are to provide model contests and exhibits, expert instruction, prototype and model railroad tours, and other social contacts for NMRA members and exhibits of railroad models for the public.<sup>8</sup>

The Regulations do not stipulate how you will accomplish the convention's purposes, so you have great latitude in developing an imaginative program and schedule. You do not have to hold auctions, a banquet, or non-rail events, for example. Use your collective imaginations and study the successes and failures of past conventions. Develop a program that offers incentives for MCoR members to participate, using the assets of your community, the resources available through your own organization and the available talents of other model railroaders and related resources.

Your objectives should be 1) to meet the requirements of a convention as defined in the MCoR Regulations, 2) to promote the welfare of MCoR and its members<sup>9</sup> and 3) to raise funds for your own organization and MCoR. Your success will be measured primarily by how well you achieve the first two objectives. MCoR does not require you to produce a specific profit on the convention, but a goal of the Region's Convention Committee is to prevent a financial loss that would impose a burden on the MCoR treasury.

### 2. Submitting the formal bid to MCoR Board

The MCoR Regulations require that a written convention bid be submitted to the Board of Directors at the annual convention at least two years in advance of the proposed convention date.<sup>10</sup>

Normally, the Board makes a decision immediately following the submission of bids. When there is competition between several bidders, however, there is the possibility that the decision will be delayed to permit more thoughtful consideration. You are advised to present your bid as far in advance as possible to ensure ample working time following bid approval.

### 3. Establishing a Convention Committee

Often, the Convention Bid Committee provides the nucleus for the Convention Committee, once the bid is accepted. It may be important to add sufficient personnel to this group to ensure that all needs will be fulfilled without overworking any one individual.

### 4. Selecting a Convention Chairperson

The convention chairperson should have strong leadership abilities—be decisive, willing to delegate responsibility and able to inspire dedicated effort from individuals with diverse skills. His/her task is to oversee all efforts necessary to achieve the success of your convention. How well the chairperson performs depends on the quality of his/her appointments.

### 5. Making specific committee appointments

The following are suggestions for convention sub-committees and the responsibilities to be assigned to each:

**Facilities:** This sub-committee is responsible for the selection of a space for the convention. Consideration should be given to the requirements of the diverse activities and ample space should be provided for each, based on anticipated attendance and allowing for unexpected last minute registrants.

a. The largest space requirement is for the trade show/swap meet. The facilities chairperson should coordinate efforts with the chair of that specific activity to ensure adequate space and to determine the charge to be made to exhibitors.

b. Operating exhibits are often placed in a space with the trade show/swap meet. The reason for this placement is because sales activity is often stimulated by the presence of modular layout activity and other operating exhibits. However, if there are a large number of layouts detracting from the sales activity or requiring security precautions, it may be advisable to provide a separate exhibit space nearby.

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<sup>8</sup> MCoR Regulations, Article IX, Section 1

<sup>9</sup> Another way of stating this objective is "To put the emphasis on having fun."

<sup>10</sup> MCoR Regulations, Article IX, Section 2



## Mid-Continent Region- NMRA Handbook

c. Lodging should be provided in proximity to the convention facility, if the convention is not housed in a hotel. In any event, back-up facilities should be considered in the event registration exceeds the capacity of the primary lodging facility.

d. Meeting space should be provided and should be separate from areas of busy activity. It is difficult to compete with the noise of a trade show when conducting a clinic or holding a Board meeting.

e. Contest space should be secure and separated from convention space used for other purposes. The same is true for space devoted to an auction.

f. Banquets are most often held in the convention facility when the primary location is a hotel. However, some of the most successful social events have been held at separate sites. If you plan a banquet, carefully consider the advantages of alternative banquet sites and caterers.

g. Negotiating for convention space requires knowledge of the facilities available in your community and the business relationships that may exist between hotels, chambers of commerce, convention bureaus and conference centers. It is wise to assume nothing and ask a lot of questions. Hotels commonly discount their room rates when large blocks of rooms are reserved for conventions. When a hotel is used as a convention site, it also may be possible to negotiate for a certain amount of free (or discounted) meeting or exhibit space within the hotel, based on a guaranteed booking of a specified number of room-nights. (When a registrant books one room for three nights—as often is the case at MCoR conventions—that is interpreted as three room-nights by the hotel, not just as one room reservation. Thus 40 rooms x 3 nights = 120 room-nights.)

Convention centers without attached lodging facilities may have working relationships with hotels and food service contractors. Check out all your available resources.

**Trade Show:** Select people to work on this activity who have the ability to enlist the participation of exhibitors—swappers, manufacturers and dealers. The better the trade show, the more you can use it as a draw for both MCoR and public participation. Bear in mind, you need both quality and quantity and obtaining exhibitors requires sales ability in time when budgets are limited and the requests for exhibitor participation are numerous.

You will also need someone to handle logistics—the assignment and arrangement of space, procurement of tables, lighting and power requirements and security.

**Publicity and Marketing:** The demands on this sub-committee are often greatest because their activity spans the entire period from the preparation of the bid to the media relations activities during the convention. A lot of planning is required and adherence to deadlines is critical.

You will need to decide how much publicity you will be able to obtain without cost and how much paid advertising will be required to ensure your success. There is a great deal of variance in media policies from one community to another. Some convention cities find that local media is generous and very easy to work with. Other cities have found that the media gives nothing. If your city is an example of the latter, it is strongly suggested that you separate the responsibilities for media relations to those of advertising and marketing, because the amount of work required of committee members is likely to be greater.

**Public Relations Tips:** In dealing with newspapers, radio and television stations, begin by developing a list of media contacts. If you don't already have such a list, make phone calls to all the media and very candidly explain that you are planning to host a convention of model railroaders and want to know which staff member should be on your list to receive information. TV stations may refer you to their assignment editors, newspapers may request that you send materials to a specific section editor, and radio stations may give you the name of their news directors. If you can, arrange to meet these contacts or talk directly to them on the phone, and when you do, have something to tell them that will peak their interest. These people will respond best to your requests if you are timely and have something to offer that will appeal to their audiences.

Begin your correspondence by preparing a fact sheet that provides all the essential details about your convention, including the name of a reliable committee contact, someone who can be available during business hours as well as in the evenings.<sup>11</sup> If you prepare press releases about specific activities, be sure they are to the point and no longer than necessary to convey your message. You may wish to draft copy for public service announcements and visual suggestions for television stations (such as private layouts and model railroad clubs to visit for stock footage).

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<sup>11</sup> This individual should be well informed, articulate and considerate of the busy schedules and deadlines to which reporters and broadcast crews must adhere.

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Always remember when dealing with the media that they are doing you a favor, helping you gain the public exposure you need to attract attendance. Since model railroad events rarely qualify as hard news, you should realize that the amount of space and time you get will depend on how much competing news there is at press and air time. For this reason, it will best serve your purpose to provide the media as much lead time as possible and arrange your interview and tape/photo sessions at their convenience.

**Printed Materials:** Every convention needs printed materials that are normally prepared by the Publicity Committee. Flyers and registration forms advertising the convention, convention schedules, and tickets of various descriptions, layout tour maps, and prototype activity information will be needed. It is a good idea to appoint someone to your committee who either has experience in designing and purchasing printed materials or access to someone who can provide the required services. With more and more people becoming involved in desktop computer publishing, volunteers for this assignment are becoming easier to locate year by year, and the cost of producing eye-catching printed pieces is becoming more affordable. You should be cautioned, however, that there is more to designing effective promotional tools than can be found in the manuals accompanying today's plethora of software.

**Prizes and Premiums:** The procurement of door prizes, registration prizes, and raffle merchandise should be chaired by one of your best sales persons. This individual and his/her committee will approach manufacturers, distributors, hobby dealers and individuals seeking contributions that you can use to stimulate publicity and promote attendance. They will write letters use the telephone and make personal visits in the process of achieving their purposes, trying to procure quality items as well as a quantity of prizes.

The word "premium" refers to those items that you may secure in large enough quantities to give to convention registrants as mementos of the convention. These might include such items as lapel pins that promote your city or organization, key-chains or drink coasters—sometimes provided without charge by area chambers of commerce. Unless you have plenty of money to throw around, it is suggested that you not spend your convention dollars procuring these.<sup>12</sup>

**Clinicians/Speakers:** The task of obtaining clinicians and speakers should be assigned to someone who enjoys meeting people. It is often erroneously assumed that the person who recruits these people needs to be someone with a lot of contacts with the media and model railroaders around the country. A person who is outgoing and enthusiastic can phone and write to any of the well-known modelers around the country or the editors of the model railroad media and issue the invitations with great success. Model railroaders generally tend to be good folks and most of them respond well to requests from their fellow modelers. Assistance from the MCoR Convention Department's Clinician Chairman can be requested by the host committee's clinic chairman.

A critical key to success in recruiting clinicians and speakers, however, is to begin your work early. Be prepared to make a specific request of the person you are contacting. Be respectful of the individual's time and schedule, be sure to determine his/her needs, help the invitee make travel arrangements when necessary, be prepared to provide lodging as necessary and requested, and arrange for the individual to be met and escorted to the convention site.

Be prepared to pay the expenses of nationally known clinicians or speakers. Honoraria are not customary, though some well-known speakers may request a fee. You will find that many modelers and some editors will not ask you to pay their expenses, but it is always a good practice to waive all participation charges and provide meals for these people while they are at the convention. Be sure that out of town speakers are escorted when off the convention premises, on layout tours and during prototype activities.

Some convention committees have purchased gift certificates for clinicians and speakers who declined to accept expense payments. Common courtesy must be the rule, always, especially if you want to maintain good relationships and invite clinicians and speakers to return for future events.

**Layout Tours:** Among the most eagerly anticipated activities of any model railroad convention are the layout tours. The quality and quantity of the layouts you are able to show the registrants can have a tremendous influence on their perceptions of the convention as a whole. Assign the responsibility of planning the layout tours to someone who knows the model railroaders in your area well and has the ability to influence them to participate. Make sure this individual also has the ability to handle details of scheduling, security, transportation and communications with the tour layout owners and operators. If the layout tours are to be self-guiding, there will be a need to prepare easy to follow directions and maps for drivers who may not know the local terrain. Determine what rules visitors will be required to follow, and be sure appropriate information is included in the convention registration packets. If individual layout owners have special requirements of their visitors, be sure you communicate these to each registrant.

Over the years, the NMRA has published information on proper etiquette for layout visitors to follow. It is always appropriate to reprint this information for newcomers and the occasional forgetful old-timer.

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<sup>12</sup> Items offered for sale to raise money for the Region, such as coffee mugs, patches, and labeled clothing are normally provided by MCoR and you are never expected to risk your convention funds procuring these items.

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**Prototype Activities:** It is rare for a successful convention not to include some prototype related activity. Not every city can provide an excursion or dinner train, but at least there should be opportunities to see local railroad facilities and hear an illustrated lecture on the history and/or operation of railroads in your area.

When excursions are offered, they normally are extra fare options for convention registrants. As such, these can be real money making events for your convention. Some of the most financially successful conventions in MCoR history have been those that offered excursions and fan-trips, attracting increased attendance from throughout the Region.

Arranging prototype activities may be as simple as calling a commercial operator of an excursion train and discussing fares, schedules and guarantees, or as complicated as arranging tours or fan trips by negotiation with a local or division railroad office that looks askance at rail fans, requires liability waivers and places severe behavioral restrictions on all visitors to its properties. Most railroads are accommodating, however, especially if you are businesslike in dealing with their personnel.

In planning prototype activities, don't overlook the opportunity to visit industries that are railroad related or facilities that provide interesting activity along the railroad right of way. Large industries and port facilities, for example, often have their own internal rail systems and equipment. Consider, as well, companies that service railroad equipment signal—manufacturers and car repair facilities are two examples.

**Banquets:** Once considered an essential part of a model railroad convention agenda, banquets are now considered dispensable luxury options by some sponsors. Planners of recent conventions have discovered that model railroaders would rather not spend their convention dollars on the programs and food traditionally associated with the modestly priced hotel dinners typical at such events. Anticipating that they will have to listen to Region officers make speeches and sit through lengthy award presentations, many hobbyists choose not to purchase banquet tickets, defeating one of the primary purposes of banquets.

The challenge to a banquet chairperson or committee is to format a program that serves the purposes for which we normally hold such events:

- to create an opportunity for model railroaders to get acquainted in a pleasant social atmosphere,
- to provide some form of entertainment for convention participants, and
- to provide a forum for recognizing of the achievements of our fellow modelers.

Clearly all of these objectives can be met with some imagination and without holding a traditional dinner.

Remember that one important objective is to bring together—at one time—as many convention registrants as possible. This could just as easily be achieved at a country barbecue or a theater party as in a hotel or convention center banquet hall.

**Family activities/non-rail activities:** Many model railroaders set aside vacation time to attend a regional or national convention, and they bring their families along. Nothing discourages future participation in model railroad conventions more than having a modeler return home with a spouse or children complaining that they were bored while the principal railroader was off with his cronies enjoying themselves.

It is important that you find someone in your organization that is knowledgeable about your community and the surrounding area and sensitive to the diverse interests of various family members. Don't assume that everyone likes to shop or visit museums or go to a zoo. Talk to your chamber of commerce and ask them to help you plan a program that will meet your needs. They don't want people leaving your community feeling dissatisfied and they will help you.

If you provide transportation for scheduled non-rail events, be sure to provide alternatives for participants who provide their own vehicles. Offer maps, bus schedules, information on cab companies and their rates. If there are walking tours of some areas of your city, be sure to provide advice on those as well.

**Region Convention Committee Liaison:** MCoR has a Convention Department Chairperson whose job it is to help coordinate your plans with the specific needs of the Region. It is not this person's job to tell you how to run a convention, but to be a resource to answer your questions and to be sure that the annual meeting, BOD meeting, awards presentations and contests are implemented smoothly.

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If you need a cash advance from MCoR to help cover front-end costs, contact the MCoR Convention Department Chair. When determining the space needs for the contests and staffing requirements for the contest room (including security) contact the MCoR Convention Contest Chair, who also is responsible for providing the awards.

**Special Events:** Special events may be covered under the headings of prototype activities, banquets, and auction and family activities/non S rail activities. You may choose, however, to separate the responsibilities for some activities from the events during which they occur. For example, a special events committee may plan the program that takes place during a banquet, or a demonstration that takes place during a specific time period on the floor of the trade show.

The need for separating responsibilities may arise when planning complex activities, and only you can decide if and when this is necessary.

One event that might be included in this category is an auction. Auctions can be planned with a silent auction format or as a live auction, with an auctioneer. Live auctions were once a common event at all model railroad conventions: however, in recent years they have been less popular for several reasons. The success of a live auction depends on the skill of the auctioneer, the quality of the merchandise offered, convention attendance (size), the level of the minimum required bids, and current economic conditions. You must determine if an auction is warranted at your convention. No convention is required to hold one.

**Finance:** Every convention needs a good money person who understands accounting principles and makes sure the committee recognizes its financial commitments and responsibilities. This person should keep accurate records of all expenses, payment due-dates and see that the checks are written (even though that may be done by a separate treasurer). This individual will be responsible, after the convention, for preparing a final financial statement that will be submitted to the MCoR BOD.

**Registration:** A major convention responsibility is setting up efficient registration procedures and staffing a registration desk during the convention. Whenever fees are collected from registrants and visitors, it is the responsibility of this committee to be in charge. When registration goes smoothly, people perceive a well-organized event and are generally more relaxed and friendly to each other. If registration procedures do not go smoothly, tension is created, people become agitated and nervous and tempers sometimes flare.

Be sure this committee is large enough and that its procedures are clearly rehearsed and understood by everyone in your entire convention organization. When questions arise, and they always do—even with the best of planning—knowing where to direct those questions for speedy resolution will save time and boost morale.

Registration packets should be assembled in advance. Name badges can be prepared in advance for pre registered participants, speeding activity at the registration desk. Schedules and directions should be posted prominently. Attention to detail will pay big dividends.

**Resources:** Though not essential, it may be a good idea to create a resource committee whose job it is to gather information that might be utilized by several other individual chairpersons or committees. This committee might contact area chambers of commerce, and obtain contacts with hotels, caterers, restaurants, tourist attractions, industries that welcome visitors, entertainment sources, suppliers of audio-visual and sound equipment, and transportation providers. Eliminating the possible duplicity of effort by several committees will make your organization appear more efficient and may result in greater cooperation from busy community resource people who normally spend a great deal of time on the phone filling requests.

The committee should also contact other local groups who have held conventions, and other committees who have hosted model railroad conventions to obtain samples of materials used to promote their events. These will be invaluable in helping your publicity committee develop materials for their needs.

### 6. Good communications are essential to a successful convention

Keep all your committee members well informed, make sure all persons with whom you have contracts understand your expectations, Be clear in all your verbal and written correspondence with the media, and communicate your progress, needs and desires to the MCoR board through proper channels.

Lastly, be sure there is ample, legible, clearly worded signage throughout the convention facilities, providing directions to convention registrants, and visitors. The responsibility for preparing these might be assigned to the facilities committee or to the publicity committee depending on skills available.

**If you follow these simple guidelines, and work hard to secure convention attendance, you will surely succeed.**

## ***AREA MEET CHAIRMAN***

SECTION 1. A MCoR Area Meet Chairman, within the Convention Department, shall be appointed by the President to maintain the Area Meet Guidelines Section of the Executive Handbook.

SECTION 2. He shall be available to render advice and assistance to persons desiring to stage Area Meets.

## ***AREA MEET GUIDELINES***

To provide a general overview of the items this should be considered when planning an area model railroad meet. A narrative of the functions is provided to the reader as well as a checklist which can be adapted to any specific meet.

### SECTION 1. Area Meet Committee Selection

A. Area Meet Chairman - This individual is in charge of the local area meet committee. His/her duties should include facility selection and negotiations, presiding over the area meet committee and resolving problems.

B. Contest Chairman - This person is responsible for establishing the model contest categories, securing and organizing the space for the contest, provide staffing to register and watch the models and tabulate the vote for later awarding of prizes. A final duty would be to provide the necessary qualified judges and forms for NMRA merit judging, as necessary.

C. Clinic Chairman - This individual will be responsible for obtaining capable modelers for live demonstrations or clinics on a variety of model railroad subjects. Other duties would include assisting out-of-town clinicians with hotel/motel registration as well as restaurant/entertainment facilities. The clinic chairman should maintain contact with the clinicians up to and including the day of the meet and supply any necessary media equipment such as slide projectors, microphones, video equipment, etc. One final duty may be to arrange a Non-Rail Clinic that would be of interest to spouses attending the meet.

D. Registration Chairman - The duties of this individual would include record keeping for advanced registered attendees, registration the day of the meet, swap table sales, collection of cash receipts for all attendees and swap tables and a final tally for attendance.

E. Layout Tour Chairman - This Chairman would contact several modelers in the area who would be willing to open up their homes and layouts so that those attending the meet could see operating layouts. This individual could also line up prototype tours with local railroads for attendees. Modular railroads operating at the meet should be the responsibility of the layout tour chairman.

F. Door Prize Chairman - This individual would be responsible for contacting hobby stores and manufacturers soliciting model railroad supplies for door prizes for attendees. Usually this person would select attendees at random from registration information and hand out the prizes during the meet. Advance registration door prize(s) could also be used to encourage advance registration. Some form of acknowledgment or thanks to those donating prizes is strongly urged.

G. Award Chairman - The duties of the awards chairman would be to obtain awards for each category for the model contest as well as any special recognition awards. This person would also be responsible for handing the awards out at the closing of the area meet.

Note: Any of these positions can be combined or omitted depending upon the type of meet desired or personnel available.

### SECTION 2. Facility Selection

This is usually the primary responsibility of the meet chairman. The site selected should be large enough for slightly more attendees than anticipated to handle overflow. The site would optimally have easy access/parking and be close to several restaurants for attendees to have lunch at. It should provide sufficient classrooms/meeting rooms for the clinics as well as the model contest room. There should also be sufficient space for the swap tables and any modular layout(s) operating. If possible, the physical layout should be drawn to scale and the anticipated swap tables and operating layouts included ensuring no problems the day of the meet. In some cases the facility can provide the tables needed for the swap meet. If not, then an outside source should be contacted to supply the tables. Usually high schools, colleges or hotels/motels are used as meet facilities. Liability insurance for the meet is provided by NMRA; however, notification of the meet should be made to NMRA headquarters. When using a facility be sure to see if there will be

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maintenance personnel available during the meet. It is difficult to anticipate all that can go wrong, by the facility's maintenance crew should be well prepared.

The date selected for the meet should not conflict with other local or regional meets. This should increase attendance at your meet since modelers will not have to choose which meet to attend. Schedules of meets already under way can be found in the NMRA Scale Rails and magazines such as Model Railroader and Rail Model Craftsman.

### SECTION 3. Advertising

This could be the single most important segment of the meet. Many good meets have been poorly attended in the past only because people simply did not know about them. It is recommended that some form of advance advertising be done so that those interested could make plans to attend as early as possible. Usually this is done with a flyer or handbill that tells the date, site, model contest categories, clinics, operating layouts, and any other important meet information. This should be 4 to 6 months before the actual meet. These flyers can be mailed to last years' attendees, left in local hobby stores and passed out at other area meets. About 4 to 6 weeks before the meet, the actual registration announcement should be ready for mailing to last years attendees and sent to local and regional hobby stores. The ideal registration form would have detailed information about the meet including the daily schedule, clinics, model contest categories and a map to the facility and, if possible, a map of the facility.

Another good form of advertising is through the local news media. Many TV and radio stations offer public service announcements for not-for-profit organizations at no charge. Newspaper advertising is another form of advertising but it usually will have a charge for it.

### SECTION 4. Meet Finances

The meet committee should meet well in advance of the event and plan the meet considering the financial aspects. The following all should be considered and decided upon:

- A. Admission Charges (advance, MCoR & at-the-door)
- B. Swap table charges
- C. Facility rent
- D. Advertising, printing & postage
- E. Awards
- F. Name tags/meet official identification
- G. Concession supplies

With this information a meet budget can be created based on estimated attendance figures. Last year's attendance and associated costs can provide a good basis for the current year budget. Once established, try to stay as close as possible to the budget in order not to lose money on the meet. Allow some funds in the budget for miscellaneous expenses as they always happen.

### SECTION 5 Registration

The chairman of registration is responsible for receiving advance registration forms and fees. He/she should keep records of advance registrants and turn the fees collected into the Area/Division treasurer as soon as possible as these funds are usually needed to help fund the meet. Provision should be made to have a registration table at the front door of the meet facility and adequate staffing during the event. Most attendees register at the door, so have plenty of help available. The registration table is responsible for gathering door prize applications and forwarding them to the door prize chairman during the meet. The registration table also serves as the general information booth so be prepared.

### SECTION 6 Swap Tables

The chairman should decide on how many swap tables to have and the charge for renting the space. Be careful not to oversell the space/tables available. Determine the layout of the tables to verify the numbers. Tag all the tables to allow for easy assignment to the sellers. The swap table chairman should prepare a diagram of the swap area showing the swap table arrangement for committee

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approval. As tables are rented through pre-registration, assign the tables to the vendors. The swap table chairman should be on hand to supervise the setup on the day of the meet. This will minimize confusion and make the setup go faster.

### SECTION 7 Model Contest/NMRA Judging

Well in advance of the meet, the model contest categories should be recommended by the model contest chairman and approved by the meet committee. Some possible categories of competition are:

- |                        |                                   |
|------------------------|-----------------------------------|
| a. Steam Locomotives   | j. Off-line Displays              |
| b. Diesel Locomotives  | k. Traction                       |
| c. Freight Cars        | l. Black & White Prototype Photos |
| d. Passenger Cars      | m. Black & White Model Photos     |
| e. Cabooses            | n. Color Prototype Photos         |
| f. Non Revenue On-line | o. Color Model Photos             |
| g. On-line Structures  | p. Youth (16 & under)             |
| h. Off-line Structures | q. Best of Show                   |
| i. On-line Displays    |                                   |

During the meet, the model contest chairman is responsible for the contest room and its contents. He/she will probably need to have help to register models and watch the models during the meet. For popular vote contests, ballots will have to be collected and tabulated for the awards presentation. Prepare adequate forms for model registration and include a claim check/stub for the model owner. This will make him/her feel better about leaving the model in your care.

The model contest chairman is also responsible for obtaining qualified NMRA judges for models presented for merit award consideration. He must also have available blank copies of the NMRA forms and paperwork.

### SECTION 8. Clinics

The clinic chairman's primary duty is to obtain the services of qualified model railroaders to teach others about the hobby in a classroom setting. He/she should remain in contact with each clinician up to and including the day of the meet in order to insure that the clinics go smoothly. Any media equipment needed for the presentations should be on hand the day of the event as well as any handout type materials. The clinic chairman should be prepared to assist visiting clinicians with room reservations, maps of the area and local restaurants.

Another duty of the clinic chairman may be to arrange for a Non-Rail Clinic for spouses of attendees. A final consideration would be to provide a video room for viewing films (rail or non-rail oriented).

### SECTION 9. Contest Awards

The awards chairman should plan the ordering of the trophies/plaques well in advance of the meet date. Usually, two to three weeks is sufficient. Most meets have awards for the top three places in each model category but this is not mandatory. Past practices would indicate that the nicer the awards the more entries an area can expect in preceding area meets as well as overall higher attendance at the meet.

### SECTION 10. Home Layout/Prototype Tours

The layout tour chairman is responsible for contacting area modelers who would be willing to allow people attending the meet to view their home layouts. Maps to these modeler's homes should be distributed after the awards ceremony to restrict the meet attendees from going to individual's homes too early in the day. The chairman should view the home layouts before the event to insure that the layouts are finished enough to provide interesting viewing by the public.

The layout tour chairman could also arrange for a prototype tour of any existing local railroad facilities. Permission must always be granted from the railroad before going onto the property. If receptive, the railroad will probably want to give a guided tour for obvious safety reasons.

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### **SECTION 11. Door Prizes**

The door prize chairman should solicit area hobby stores and manufacturers for model railroad supplies to be used as door prizes for the meet. This allows attendees to have the chance to win a nice gift and the hobby stores and manufacturers get good public relations/advertising out of the recognition they get during the distribution. The meet committee needs to decide if they will have an advance registration prize. If so, this is usually a quality gift that has a value of \$50 or more. This is commonly awarded at the awards ceremony.

### **SECTION 12. Miscellaneous**

A variety of other considerations might include the following:

- a. Switching Contest
- b. Concession Sales
- c. Sponsors



**NOMINATING COMMITTEE**

**SECTION 1. PRESIDENT, VICE-PRESIDENT, and TRUSTEE**

A. In the selection of candidates for President, Vice-President, and Trustee the following guidelines are suggested:

1. They should be reasonably good model builders.
2. They should have shown a capacity for leadership and administration.
3. They should have demonstrated an active interest in Region activities and affairs over a period of approximately five years.
4. The Trustee must agree, barring any unforeseen circumstances, to attend all National BOT meetings during his term in office.

**SECTION 2. SECRETARY and TREASURER**

A. In the selection of candidates for Secretary and Treasurer the following guidelines are suggested:

1. They should be reasonably good model builders.
2. They should have organizational and record keeping abilities.
3. They must agree to perform the duties of their office as expeditiously as possible consistent with their occupation.
4. They should have demonstrated an active interest in Regional activities and affairs over a period of approximately three years.

## **BALLOT COMMITTEE**

SECTION 1. Work closely with the Board of Directors and the Nominating Committee to identify candidates for office and determine whether or not any issues are to be voted upon by the general membership and should therefore be included on the ballot. It is recommended that all candidates for office and pertinent issues for the ballot be finalized by the mid-year Board of Directors meeting held in January.

SECTION 2. Biographical sketches and a statement of qualifications, not to exceed 200 words, must be obtained from each candidate. All other issues to be included on the ballot must be clearly written and approved by the standing MCoR President. This information should be completed no later than March 1st.

SECTION 3. The ballot itself should be designed and formatted so that the return portion is separate from the segment with the members name and address label. The ballot should be printed on heavy bond paper to insure that the return portion will withstand Post Office automated mailing equipment.

SECTION 4. Mailing labels should be obtained from the MCoR Computer Manager. Requests for labels should be made by March 15th so that they will be on hand by April 1st.

SECTION 5. Allow sufficient time for the ballot to be proofed, printed, sorted by zip code, and sent in bulk to the MCoR Mailing Chairman. All ballots should be in his hands by April 15th so as to insure that ballots will be in the mail to all members no later than May 1st.

SECTION 6. Receive and tabulate only those ballots returned and postmarked before midnight June 1st. Any ballots received after midnight June 7th shall not be counted regardless of the postmark.

SECTION 7. Be prepared to announce final ballot results at the Board of Directors Meeting held during the Annual Convention. Provide the MCoR Secretary and the Editor of the Caboose Kibitzer a written summary of the election results.

## **PUBLIC EDUCATION**

To provide a general overview of the items this should be considered when planning a model railroad class for the general public.

### **SECTION 1. Curriculum Selection**

The curriculum for this class should at least include the four major areas of the hobby.

- a. Bench work
- b. Track work
- c. Electrical
- d. Scenery

With an introduction to the class and the NMRA this course will run six to eight weeks. If time is available other topics such as building structures and equipment, painting, weathering, Kadee couplers, layout lighting and photography could be included.

### **SECTION 2. Faculty Selection**

After the curriculum has been selected, the instructor may find it necessary to obtain help with some of the curriculum areas. Very few people can be considered an expert on all areas of the hobby. The instructor should try to find people in the area that could help him/her in areas where he/she is weak. This will provide the students with a more well rounded and beneficial class.

### **SECTION 3. Facility Selection**

The facility selected will depend on what is available in the area. Junior colleges usually have the best facilities, but the local Parks and Recreation Department should also be consulted. Another possible source of facilities is the Adult Education Department of the local school system. Various things should be considered when making the final choice of a host facility.

#### **A. Location of Classroom**

It is best to have the classroom on a ground floor close to an outside door. This will allow equipment and displays to be moved in with ease.

#### **B. Classroom Equipment**

The classroom should at least have access to tables, AV equipment and the ability to darken the room. It is also nice to have a room with a sink and tile floors. Even with tile floors some type of floor covering should be used when demonstrating scenery, painting or other potentially messy techniques.

#### **C. Class Time and Duration**

The class time and duration may be dictated by the host facility. However, it should meet at least once a week for two to two and one half hours for approximately eight weeks. If possible the class starting time should be adjusted so students can get home and eat before coming to class.

### **SECTION 4. Class Publicity**

This is best handled by the host facility, however be sure that flyers are in the local hobby shops.

### **SECTION 5. Class Size and Makeup**

Because of the need for viewing demonstrations, the class size should be limited to 25 or 30 students. Young people ten years or older should be encouraged to attend. This will introduce a new generation to the hobby of model railroading.

### **SECTION 6. Handouts**

Each class session in the course should have a handout covering the topics for that session. Be sure not to infringe on copyrighted materials when these handouts are made up. If your host facility will not copy these handouts free of charge it may be necessary to advertise in the flyer that handouts are available at an additional charge.

## **DIVISIONS**

SECTION 1. All Division members shall be members of the MCoR.

SECTION 2. The MCoR Board of Directors shall be called upon to determine that the geographic size of a proposed Division will not discriminate unfairly against any member by requiring excessive travel time or expense in order to participate in the activities of the Division. Consistent with the above, the geographic area of a Division could include any one of the following:

A. Postal Zip Code Boundaries

SECTION 3. Any disagreement over boundaries of adjacent Divisions shall be settled by the MCoR Board of Directors.

SECTION 4. The Division Constitution and By-Laws shall not conflict with the Constitution and By-Laws of either the NMRA or the MCoR.

SECTION 5. Division Area Directors shall comply with MCoR By-Laws Article VII, Section 6, Sub-Sections A through E.

## **NON-RAIL CONTEST**

SECTION 1. The Non-Rail Contest is open to any MCoR member or spouse who is in attendance at a Regional Convention. Any kind of article may be entered provided it has been made personally by the entrant. The article does not have to be Model Railroad oriented.

SECTION 2. The Non-rail contest is pertinent to arts and crafts only - Structures, Rolling Stock, Dioramas, Modules, etc. will be entered in the regular contest in accordance with NMRA rules.

SECTION 3. Definition:

A. Arts and crafts to be defined as follows:

1. Art Work: Paintings, tole painting, painting by number, etc. oil and/or water base paints.
2. Needle Work: Anything assembled from cut pieces of material and/or material decorated by needle and thread.
3. Knit: Knit, crochet, tatting and needle point. Items made by using any above listed tools and appropriate threads.
4. Others: Quilting, beads and etc. Items made from the aforementioned items.

B. If there are less than three items in a sub-category, that category may be combined with another sub-category in order to make a contest. (At the discretion of the committee/judges).

C. The Non-Rail Contest is not an official part of the model contest of a convention. They are however, sponsored by the convention department.

SECTION 4. Awards:

1. Plaques shall be awarded for first place and best of show.
2. Ribbons shall be awarded for second and third place winners.
3. Only best of show and first place winners will be awarded at the awards presentation.

SECTION 5. If an item has previously won best of show or first place in a national or region contest, it may not be entered again.

## MODEL AND PHOTO CONTESTS

### SECTION 1. Area/Division Meets:

- A. Area/Division Meets contests will be decided by popular vote.
- B. Merit judging should be available but has nothing to do with contest scoring.
- C. All models entered in the contest must be the sole work of the entrant.
- D. All photos entered in the contest must have been taken by the entrant. Commercial film or digital file processing is acceptable.
- E. Models and photos that have won first place at other NMRA sanctioned Area/Division Meets, Regional Meets, and/or National Conventions are not eligible for entry.
- F. There must be at least two (2) entries in a contest category for said category to be considered a contest.
- G. Popular vote contest entrants need not be members of the NMRA.

### SECTION 2. Regional Conventions:

- A. Regional Convention contests shall include all model and photo categories defined in NMRA guidelines.
- B. Regional Convention model contests will be decided by using the Achievement Program Merit Judging Guidelines. Photo Contest judging shall be in accordance with NMRA Photo Contest Guidelines. First, second, and third place rankings are determined by the points earned under said guidelines.
- C. All models entered in the contest must be the sole work of the entrant.
- D. All photos entered in the contest must have been taken by the entrant. Commercial film or digital file processing is acceptable.
- E. Models and photos that have previously won a first place in other NMRA sanctioned Regional or National Conventions are not eligible for entry.
- F. There must be at least two (2) items entered in a category for said category to be considered a contest. In addition these two (2) items must be able to earn at least 50% (62.5 points) of the maximum points available under the Merit Award Judging Guidelines or, in the case of photos, be deemed by the judges as worthy of the award(s).
- G. All entrants must be members in good standing of the NMRA.
- H. All entries must be accompanied by the appropriate contest entry and/or Merit Award Judging paperwork.
- I. Photo Contest judging shall be in accordance with NMRA Photo Contest Guidelines.
- J. Model and photo contests shall be awarded plaques for first, second, third place and Best of Show.

**Zip Code Maps Are now in a Separate Document**