



SEATTLE PACIFIC & EASTERN RAILROAD



Group Policy

(For 4D HO Modular Group)

Part One -- Definitions

Section 1.1. "Attachments". The following Attachments referred to in this Policy are a part of the provisions of this Policy:

Construction Standards Attachment, see Section 3.1 Group standards for Modules.

Mentor Attachment, see Section 4.4. Duties of Mentors for new Members and Guests.

Guest Registration Form, see Section 4.4. Guest Rules.

Lavout Operations Attachment, see Section 4.6. Operation guide.

Executive Committee Attachment, see Section 5.2. Executive Committee authority.

Coordinator Attachment, see Section 4.2. Guide for Coordinator.

Member Courtesy Attachment, see Section 4.3. Guide for members.

Section 1.2. "Participate in Group Activities." To "participate in Group activities" all Members of the Group must:

1. On becoming a Member, initiate construction of a modules that is ready for showing and suitable for display at a show, continue to pursue construction of that module unless unable to do so with reasonable excuse, and complete and show that module within four years, and,
2. Regularly attend the Group regular Member meetings unless reasonably excused, and,
3. Each year, schedule and attend a half day operating session in two different shows and operate the Member's own trains, with or without supervision, during the session, and,
4. Each year, schedule and attend set up or take down as helper for two different shows, and,
5. Each year, attend and participate in one work party.

In this Section 1.2, "Year" means year ending September 30. "Schedule" means that the Member signs up in advance with the Coordinator for the show. Drop-in will not qualify and in some shows drop-ins are not allowed. The above list sets forth the minimum activities required to maintain membership in the Group. All Members are encouraged to engage in more Group activities than are in this list and complete a module.

Section 1.3 Member Classes and Rights Defined. There shall be four classes of members, namely Members, Full Members, Supporting Members and Active Members each of which shall be determined as follows;

1. **"Member."** A person who becomes a member of the Group shall be initially classified as a Member. A Member may not operate on the Group layout without first obtaining permission of the Coordinator. At all shows, a Member shall wear a badge identifying him or her as a Member. A Member shall arrange for an Active Member to be the Member's Mentor. In order to operate on Group layouts, Members must comply with all of the rules applicable to Guests, except that:

- a. No invitation or Host shall be required for a Member,
- b. A Mentor shall not be required after the Member's Mentor has determined that the Member is qualified to operate on the layout, and
- c. A Member shall not be required to sign the form of Guest Registration and Rules of Conduct.

2. **"Full Member."** A Member shall be reclassified as a Full Member after he or she has fully participated in Group activities for six months, or for such shorter time determined by the Executive Committee in each instance. A Full Member shall not be required to obtain consent of the Coordinator in order to operate on the Group layout.

3. **"Supporting Member."** Any member of the Group who is not an Active Member, who is appointed by the Executive Committee or is elected by the Members as a responsible officer for the Group, and who actively

serves as such officer, shall be reclassified as a Supporting Member. A Supporting Member may be excused from requirements of Sections 1.2 and 1.4 while actively serving as officer. "Responsible officer" shall be defined by the Executive Committee.

4. **"Active Member."** A member of the Group who has completed construction of a module suitable for showing and has shown that module shall be reclassified as an Active Member.

Members and Full Members shall not have any right to vote or serve on the Executive Committee. Supporting Members and Active Members shall have the right to vote on all matters coming before the membership for a vote and shall have the right to serve on the Executive Committee.

Section 1.4. "Suitable for Display at a Show." In order for a module to be "suitable for display at a show," the module must meet the following minimum level of completion, and the portions of that module that are completed must conform to applicable construction and appearance standards for modules and the module must be 100% reliably operational:

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| Track. | Mainline tracks and all turnouts on the main lines installed. Method for throwing main line turnouts installed and operational. |
| Ballast. | No ballast applied until after the module is first shown |
| Electrical. | Track bus and main track feeders installed. 12 volt bus installed. Cab bus installed. |
| Painting. | Frame, except ends which shall not be painted, painted semi-gloss black. Other bare wood and plywood painted black or earth color compatible with module theme. |
| Backboard. | Installed. Backboard front painted Group blue, back and edges painted black. Module track and industry diagram and operating instructions posted. |
| Plexiglas. | Installed and Velcro attached for skirt. |
| Inspection. | Before more work listed above is done on the module an Active Member appointed by Chairman must inspect and certify that the module conforms to Group standards. |

When the module is shown until it meets third show appearance standards, a sign should be on it reading:
"New module under construction, undergoing testing."

These are the minimal requirements for a module to qualify for active membership and before any module may be shown in a layout. Members are encouraged to complete and upgrade their modules to enhance appearance and operation. Please refer to Sections 2.3 and 2.4 on Module Appearance and Part 3 for Construction Standards for more details on standards for modules.

PART TWO – APPEARANCE STANDARDS

Section 2.1. Introduction. – If a member fails to comply with any of the provisions of this Policy at any show until there is compliance, a Coordinator may deny the member the right to participate or to use the member's equipment on the layout as the Coordinator judges in the best interest of the Group. As stated in the Member Accord, repeated failure to comply can be treated as failure to "participate in Group activities" and result in loss of membership rights. This part contains standards in order that the Group appearance at shows in person and in the layout itself will present the best display. Members are expected to comply with these standards.

Section 2.2. Member Personal Appearance. – Member's dress at shows should present a positive public image. In particular, members should wear clean Group shirts, jeans or pants, and closed-toe shoes. No sweat pants, cut offs, sandals, flip-flops, bare feet or clothing with stains, holes, logos, patches or insignia are permitted.

Section 2.3. Initial Module Requirements. – No module shall be shown unless it conforms to the description in Section 1.2 of this Policy that defines a first level of completion of a module as being "suitable for display at a show." In addition, an approved diagram of the track and switches and the industries on the module and instructions on how the switches and electrical connections are operated shall be posted on the backboard before the module may

be shown. These diagrams and instructions shall be sufficient so that a person not familiar with the module can operate switches and electrical connections and plan operations

Section 2.4. Module Appearance. – In order for a module to qualify for shows after its first showing, the appearance of the module must be improved for each appearance so that it will not look conspicuously incomplete. Improvements in appearance can be made at a rate acceptable to the member but shall meet at least the following minimum additional appearance:

For the third showing all the track should be laid and ballasted, the backboard should have the standard Group mountain scenery, or approved alternative, and much of the structures, roads, foam ground cover and trees should be in place so that a scenic theme is evident.

For the fifth and subsequent showing the scenic detail of the module should have the appearance of being substantially complete with near foreground scene completed on the backboard and small scenic details such as cars and people are located on the module.

Even though a module may appear to be substantially complete, all members are encouraged to continually improve their modules by adding or exchanging features so that modules will give a new look for repeated exposure to the same spectators. For shows paying the Group for participation or for judged shows where overall layout quality is essential, a Coordinator may exclude modules from participation.

Section 2.5. Member's Failure to Appear. – If any member who is providing a module for a show fails to appear two hours before the Coordinator's announced planned time to complete show set up, the Coordinator may complete the set up for that show without the tardy member's module.

PART THREE – CONSTRUCTION STANDARDS

Section 3.1. Standards. For proper and smooth operation over the Group layout which is made up of modules constructed by the various members, members shall comply with the uniform standards of construction. In large part, the Group follows the NMRA module standards and recommended practices. However, there are areas such as electrical connections where the Group deviates from the NMRA standards. These variations are described in the **Construction Standards Attachment**. The wealth of knowledge that is available from the members should also be consulted before starting work on a module.

PART FOUR – OPERATIONS

Section 4.1. Introduction. This part sets forth and is limited to the operational standards for basic operations on any Group layout, consisting of moving trains on and off main lines, within the yard and to and from the engine maintenance facility. "Operate" means to engage in basic operations. Other operations of freight and passenger trains in a manner consistent with prototype are governed by special procedures to be agreed upon by those who will be conducting prototype operations during assigned times when the layout will be limited to prototype operations.

Section 4.2. Coordinator and Yardmaster. The Chairman appoints one or more Active Members as Coordinator for each Group activity such as show participation, special trips and work parties. The duties and authority of a show Coordinator are set forth in the **Coordinator Attachment**. A show Coordinator when present, or the member designated by the Coordinator to act in the absence of the Coordinator, shall be treated as the authority in charge of the conduct of those present at a show and their instructions shall be complied with. If a Yardmaster is appointed and present for a show, the Yardmaster shall be treated as the authority in charge of the yard so that there shall be no use of Kuranko Junction, the yard or the engine facility without the prior permission of the Yardmaster. The duties and authority of the Yardmaster are set forth in the **Coordinator Attachment**.

Section 4.3. Permitted Operators. Active Members may operate trains on a Group layout. Guest and Members may operate on Group layouts only with prior permission of the Coordinator and only in compliance with Sections 4.4 and 4.5. Permission to operate may be revoked if the Coordinator finds it is in the best interest of the Group.

Other Individuals may also operate on the layout for public relations purposes as provided in Section 4.5. See **Member Courtesy Attachment** for attendance by children of Active Members.

Section 4.4. Guest Operator. An Active Member, who is referred to as a Host here, may invite a person to operate as a Guest on a Group layout. No one may be a Guest and operate at more than three shows, except that this limit shall not apply to individuals who are members of an organization the members of which have been invited by the Group to operate at a show. Guests may operate on a layout only in accordance with the policies governing Guests. The Host shall act as Mentor for the Guest. Duties of a Mentor are set forth in the **Mentor Attachment**. The Host may arrange for another Active Member to be a temporary Mentor for the Guest, if the Host needs to be temporarily absent. A Guest shall not operate or be permitted in the layout unless the Guest's Host or a temporary Mentor is present. A Guest shall wear a badge identifying him or her as a Guest and, before a Guest is permitted to operate on a layout, the Guest shall have completed, and signed and delivered the Guest Registration and Conduct Rules in the **Guest Registration Form**. Guests shall comply with the instructions of the Guest's Mentor, the show Coordinator and the Yardmaster. The Mentor or the Coordinator may limit the amount of time that the Guest may operate on the layout.

Section 4.5. Public Relations Operators. To promote public relations during shows, an Active Member may invite an individual to operate a train on the layout. That person may operate only as long as that Active Member is present and standing next to the person while the person is operating. The person is not permitted inside the layout and must operate from outside of the layout. With permission of the Coordinator, individuals may be temporarily admitted into the layout at the invitation of an Active Member in order demonstrate the layout equipment and operation.

Section 4.6. Operations. Guidelines for operating on the main lines, in the yard and within the engine maintenance facility are set forth in the **Layout Operations Attachment**. Member and other persons permitted to operate on the layout are expected to comply with the standards in these Attachments. Repeated failure to comply with the guidelines may be considered as failing to "participate in Group activities" resulting in loss of membership rights.

PART FIVE – ADMINISTRATIVE MATTERS

Section 5.1. Chairman. The Chairman is the principal officer of the Group and the ultimate authority on all matters. The Chairman is appointed by the 4th Division to serve for a term of four years and shall not serve more than two consecutive terms.

Section 5.2. Executive Committee. The Executive Committee shall consist of five (5) persons consisting of the Chairman and four (4) Active Members who are elected by and from the Active Members. The Committee conducts and decides on the Group's business, delegates projects and responsibility to sub-committees or individuals, defines Group activities including clinic presentations, reviews, revises, establishes and distributes standards and/or procedures including those for show coordinators, set up and take down, and varying module standards for different types of shows. Provisions governing the election, removal and operation of the Committee are in the **Executive Committee Attachment**.

Section 5.3. NMRA Membership. A member of the Committee shall be responsible for maintaining membership records is referred to as the 'recorder' herein. In order that Group records may be kept current, each Group member shall promptly advise the Recorder as and when the Group member's NMRA membership is renewed and of the new NMRA membership expiration date. When, according to the Group records, a member's NMRA membership has not been renewed, the Recorder shall send substantially the following notice to that member's Email address as shown in the Group's records:

"The Group's records show your NMRA membership has expired. Your Group membership will terminate automatically as provided in the Accord without further notice unless, within 30 days from the date of this notice, you advise the undersigned of (a) renewal of your NMRA, (b) your new NMRA membership expiration date and (c) your NMRA membership number."

If the Recorder receives the information required in the notice within the 30 day period, the Group membership shall be fully reinstated. Otherwise the termination of Group membership shall be fully effective without further notice or action at the expiration of the 30 day period.