



Clipper City Model Railroad Club

Guidelines 6/30/2020

This document contains the guidelines adopted by the Clipper City Model Railroad Club's Board of Directors and membership. The purpose is to help the club run in a consistent manner and guide members in day to day activities at the club. These guidelines shall not counteract or supersede any constitution, by-law, or Roberts rules of order but add clarity or address issues not otherwise addressed in those documents.

Definitions:

Guideline: A guideline is any document that aims to streamline particular processes according to a set routine

Index

- | | |
|-------------------|---|
| CCMRC_G_1: | Title: Open Houses
Type: Guideline |
| CCMRC_G_2: | Title: LSW Operations Guidelines
Type: Guideline |
| CCMRC_G_3: | Title: Club DCC Locomotive Options
Type: Guideline |
| CCMRC_G_4: | Title: Club Officers Duties
Type: Guideline |
| CCMRC_G_5 | Title: Brat Fry guide
Type: Guideline |

Guidelines

CCMRC_G_1: Title: Open Houses
Type: Guideline

The purpose of this guideline is to provide a “show environment” at the club during public open house events. It covers building / layout conditions and operating guidelines.

Building / Layout conditions:

- A club officer or designated alternate should be present to oversee the event.
- Door for the workshop should be closed.
- All layouts shall be running.
- Layouts should be reviewed for cleanup of construction areas.
- No chains or barriers shall prevent guests from viewing the layouts.
- Benches should be cleared and available for guests to sit. No benches shall be placed along the south wall during low light (open house) conditions to prevent tripping.
- Museum should have a video playing with chairs setup.
- Only the small white garbage can should be out.
- All layout curtains should be installed and in a neat condition.
- Camera train should be in service.
- LSW Hallway dimmed lighting is on:
 - Circuits 13 and 15 should be off. The front door switch for lights should be off. Dimmer set for a nice light level.
- All display cabinets shall have lights on, clean and tops NOT covered such that guests cannot see cabinet contents.
- Outdoor welcome sign should be posted.
- South wall display case and marquee sign should be on.
- Turnout power key switch shall be turned off.

- Closing should not occur with guests present.
- Verify there is change for guest payment available.
- Members signed up for the open house should arrive at a minimum 15 minutes prior to their start time.

Operating Guidelines:

Operating guidelines are designed to make sure we have a continuous and consistent show for our guests.

- To allow all members time to run trains, each member should sign up for a time period prior to “show time”. Use the existing log book.
- Trains shall be running at all times.
- On LSW, locomotives with sound shall be used.
- All members present shall be actively supervising the building and wearing their maroon club shirts with nametags.
- Guests shall not be allowed to reach into the layouts.
- Trains shall be setup PRIOR to the start of an open house and can be kept on the mainlines with a caution note posted for members.
- Train setup should remain the same for the entire open house times.
- A required minimum and limited maximum of two trains shall be running on the LSW eastbound and westbound lines.
- Local line should have one or two trains running depending on conditions.
- Locomotives may be changed hourly or as necessary but must be performed on staging tracks in the workshop.
- Engineers shall walk with their train.
- Only one engineer per mainline.
- Engineers shall keep lead train in sight except when it enters the workshop area.
- Prototypical speeds shall be used for all trains.

- Only operations pertaining to the open house shall be performed during shows.
- Switching operation within the Rosemere yard may be performed only by a dedicated engineer and without entering a mainline.
- Members and guests shall not display hands ahead or in front of the camera locomotive.
- The following shall be working:
 - Logging sound effects
 - Lighthouse turned on
 - Logging line auto reverser
 - Ore mine auto reverser

Sponsors or assigned alternates of associate members SHALL review all guidelines with their member prior to the start of a show. Copies of the guidelines should be given to the member.

Effective Date – 4/28/2016 Membership Meeting

**CCMRC_G_2: Title: LSW Operations Guidelines
Type: Guideline**

The three main lines must be cleared when layout is not in use.

Effective Date – 11/1/2011 Membership Meeting

**CCMRC_G_3: Title: Club DCC Locomotive Options
Type: Guideline**

All DCC locomotives owned by the club will have headlights and DCC

sound. The type of headlight will be determined at the time of installation. Sound may not be required if it is not possible to install a speaker.

Effective Date – 1/5/2012 Membership Meeting

CCMRC_G_4: **Title: Club Officer Duties**
 Type: Guideline

This guideline describes the general responsibilities for the officers of the Clipper City Model Railroad Club. Defining responsibilities will help members who want to run for office an opportunity to know what is expected of them if elected. The guidelines also provide continuity during a change of officers. Some of these responsibilities can be considered vital to performing your job as an officer.

President:

General oversight of activities of the club.

Per the clubs bylaws, hold a position on the board of directors.

Responsible for conforming to the actions of the board of directors.

Preside over board and membership meetings.

Maintain oversight of other elected officers pertaining to timely and orderly administration of their duties.

Actively be involved as advisor and coordinator of club special events.

Adhere and perform duties as described in “Roberts Rules of Order”.

Vice President:

Per the clubs bylaws, hold a position on the board of directors.

Assist the President in any activity requested by the President or during his absence.

Take responsibility for building maintenance, appearance and upkeep.

Maintain all club documentation on the building, layouts, system wiring etc.

Provide guidance for any official committees and maintaining a communications link between the committee’s and the board of directors.

Work in conjunction with the club secretary in developing attendance schedules for any club activity that requires help from the membership.

- Open houses
- Brat Fry's, airport parking

Adhere and perform duties as described in "Roberts Rules of Order".

Secretary:

Per the clubs bylaws, hold a position on the board of directors.

Maintain all club documentation in a safe location to include:

- Membership applications
- Old and current Expo Lease, Constitution, Bylaws, Rules, Guidelines and Policies
- Expo, State of Wisconsin and Federal documentation.

Maintain a current Membership Roll with contact information. Post monthly.

Work in conjunction with the club Vice President in developing attendance schedules for any club activity that requires help from the membership.

- Open houses
- Brat Frys, airport parking

Write and maintain meeting minutes. Post the minutes on the club bulletin board.

Notify club members of board and member meetings.

Distribute via email or post office monthly meeting minutes and any special letters to members.

Send appropriate thank you notes for donations or any other action directed by the board.

Use approved CCMRC letterhead paper for all official club letters.

Track donations to the club and make sure donation cards are given to donors if requested.

Adhere and perform duties as described in "Roberts Rules of Order".

On a quarterly basis provide an updated membership roster to Clipper City Trains and Engine House Services. Added by Board of Directors vote on 10/21/2015

Treasurer:

Per the clubs bylaws, hold a position on the board of directors.

Maintain all club financial records:

- Membership dues
- Membership work credits – should report on first meeting of each New Year.
- Payments made for club business and upkeep.
- Pay any fees required to maintain the club.
- Pay and or complete all taxes or legal forms required to maintain status.
 - IRS forms
 - Bank accounts
 - State and County forms
 - Sales tax information

Provide a financial report at each membership meeting and post it on the bulletin board.

Per bylaws notify members of late dues payments and membership status and coordinate with the club secretary.

Maintain the clubs Post Office box.

Track expenses for special approved projects.

Advise the board of pending financial conditions.

Distribute and maintain inventory control of "Open House gift Cards".

Adhere and perform duties as described in "Roberts Rules of Order".

Effective Date – Oct. 21, 2015 Board of Directors Meeting

CCMRC_G_5 Title: Brat Fry guide

The guideline is intended to assist the brat fry leader in making sure everything is available and ready to go. The actual checklist was originally imbedded into this guide and approved by the board on 6/24/2015. However, with changes being needed often it was determined to remove the actual checklist from the guide and maintain it separately.

Effective Date: 6/30/2020 Per Board of Directors Meeting of that date.

End of Document

Last Document Revision 6/30/2020

