

# NORTH CAROLINA RAILWAY MUSEUM, INC.

## NCRM YOUTH RAIL CREW COMMITTEE CHARTER

21 JUNE 2018

The *North Carolina Railway Museum* (NCRM) provides a place for the development and training of prospective volunteers as members of *New Hope Valley Railway* (NHVRy) train crews, not yet old enough to be placed on NHVRy crews due to *Federal Railroad Administration* (FRA) rules or NCRM policy. This document is the *Charter* of a committee to be called the *NCRM Youth Rail Crew Committee* (YRC) and provides for the structure, organization, and operation of this committee.

### COMMITTEE STRUCTURE AND ORGANIZATION:

The *Chair* and any *Vice Chair* positions on the *NCRM Youth Rail Crew Committee* (YRC) shall be members in good standing of the NCRM. The leader of the YRC shall carry the title of *Chair* and shall serve at the pleasure of the Board as specified for Standing Committees in the *NCRM Bylaws* (Article VI, §3). The *Chair* shall recruit volunteers from the membership of the NCRM as required for the successful operation of the YRC. As necessary, the *Chair* may assign specific areas within the scope of the YRC to qualified individuals, and these may use the title of *Vice Chair of...* whatever term describes their area of responsibility. Others may work with and on the committee as needed.

### PURPOSE:

The purpose of the *NCRM Youth Rail Crew Committee* (YRC) shall be primarily in the education of the youth of our community in the practice, technology, techniques, administration, history, and heritage of railroading by:

- Promoting interest in these subjects and practices among interested youth in our community,
- Educating the youth of our community in these subjects and practices,
- Involving the youth of our community in the work of the NCRM and NHVRy,
- Developing the youth of our community as potential senior members and volunteers.

### SCOPE OF WORK:

The *NCRM Youth Rail Crew Committee* (YRC), under the direction of its *Chair*, shall perform the responsibilities and duties as shown below:

- Oversee the activities of the YRC as performed by the youthful individuals participating through the committee,
- Recruit youth participants into the group,
- Develop potential members for the NCRM,
- Provide youth participants with experience in all phases of railroading and the operation of railroad equipment within the abilities and restrictions specified herein,
- Provide youth participants with a working knowledge of the history and heritage of railroading around the world.

### YOUTH - QUALIFICATIONS:

The youth participants in the *NCRM Youth Rail Crew Committee* (YRC) shall be those individuals within the age group indicated below involved in the committee. These individuals are hereafter designated as a *Youth* in this document. The *Youth* participating must meet certain qualifications as specified herein. These qualifications specify all *Youth* must:

- Be no younger than thirteen (13) years of age and no older than seventeen (17) years of age,
- Observe and abide by the then current version of the NCRM Bylaws,
- Hold a *Student* level membership in the NCRM as specified in the *NCRM Bylaws* (Article II §5 Paragraph D), or if of thirteen (13) years of age, have a parent or guardian hold a full membership in the NCRM with the *Youth* shown as a family member,
- Complete and sign a YRC *Application Form* and all such forms also must be countersigned by a legal parent or guardian to indicate permission for participation.

The *Youth* may attend *NCRM Quarterly Membership Meetings* and observe at *NCRM Board of Director Meetings*. Permission for the *Youth* to speak or enter into the discussions at such meetings shall be at the discretion of the *Chair* of those meetings.

### YOUTH - COMMITTEE OFFICERS:

While the senior leadership of the *NCRM Youth Rail Crew Committee* (YRC) shall consist of the committee *Chair* and *Vice Chair* as appointed by the *NCRM President* and approved by vote or acclamation of the *NCRM Board of Directors*. The *Youth* participants in the YRC shall have their own set of officers and other positions as needed for the proper operation of the group. The *Chair* and/or *Vice Chair* of the YRC shall have veto power over the decisions of these *Youth* officers. The direction and management of the internal affairs of the YRC will be vested in the individuals holding the positions shown in this paragraph. These individuals shall be:

- **YRC CHIEF:** The *YRC Chief* shall be elected from the *Youths* of the YRC by the other *Youths* in the YRC, shall preside at all meetings of the YRC, shall supervise the affairs and activities of the YRC, and in general, perform all duties incident to the office, and such other duties as shall be prescribed by the *YRC Chair* from time to time.
- **YRC ASSISTANT CHIEF:** The *YRC Assistant Chief* shall be elected from the *Youths* of the YRC by the other *Youths* in the YRC, shall, in the absence of the *YRC Chief*, or in the event of a disability or refusal to act, perform the duties of the *YRC Chief*. When so acting, the *YRC Assistant Chief* shall have all the powers and responsibilities of and be subject to all the restrictions upon the *YRC Chief*. The *YRC Assistant Chief* shall perform such other duties as shall be assigned by the *YRC Chair* from time to time.
- **YRC SECRETARY:** The *YRC Secretary* shall be elected from the *Youths* of the YRC, shall keep the *Minutes* of all YRC meetings, be the custodian of the YRC records, give, or cause to be given, all notices in accordance with the provisions of this *Charter* and/or *NCRM Bylaws*, or as required by law; and in general, perform all duties incident to the office. The *YRC Secretary* shall perform such other duties as shall be assigned by the *YRC Chair* from time to time.

- **YRC TREASURER:** The position of *YRC Treasurer* shall be held by the *YRC Chair* and shall have charge of and be responsible for all funds designated for use by the YRC through the *NCRM Budget* or from other sources. The *YRC Chair*, acting as the *YRC Treasurer*, shall submit a report of the receipt and disbursement of any such funds to the *NCRM Treasurer* on the first day of the first month of each calendar quarter and/or as otherwise requested by the *NCRM Treasurer*.

With the exception of the position of *YRC Treasurer*, elections for the positions shown above shall be held each year at the same time as the *NCRM Annual Meeting of the Corporation*. At least sixty (60) days prior to the *NCRM Annual Meeting of the Corporation*, the *YRC Chair* and *YRC Chief* shall agree the appointment of a nominating committee consisting of the *YRC Chair* or *YRC Vice Chair* and up to three (3) individual *Youths*. This committee shall determine those *Youths* of the YRC interested in serving as officers of the YRC as shown above. This committee shall present a slate of candidates to the *Youths* at least ten (10) days prior to the YRC Meeting when the elections shall be held. This slate of candidates shall include at least one (1) or more candidates for each position to be filled. The *YRC Secretary* shall arrange for a ballot to be sent to the entire youth participant group of the YRC at least ten (10) days before the *YRC Meeting* when the elections shall be held. No nominations shall be allowed from the floor at any *YRC Meeting*. Votes, except where this *Charter* specifically states to required “of the entire *Youths participating in the YRC*” or other similar such restriction, shall be “of the *Youths participating in the YRC present at the meeting*” when the vote is taken.

#### **YOUTH - RESTRICTIONS:**

By virtue of their age, *Youths* participating in the *NCRM Youth Rail Crew Committee (YRC)* are restricted from certain activities on the NHVRy. These activities include:

- As provided by NCRM policy, no *Youth* shall be permitted to operate powered machinery unless under the **CLOSE** and **DIRECT** supervision of a **QUALIFIED** full member in good standing of the NCRM.
- Under no circumstances shall any *Youth* be permitted to operate locomotive or other rail conveyance on a railroad track.
- Keys to NCRM buildings or storage spaces, or switch keys to switch locks, shall not be issued to any *Youth* in this program.
- The *Youths* of the YRC shall not have the right to vote on *Corporation* proceedings or hold office in the *Corporation* but are eligible to vote on proceedings within the YRC and hold YRC offices as specified herein.

Other restrictions as determined by the *YRC Charter*, the *NCRM Bylaws*, the *NHV Rule Book*, and any applicable laws shall be enforced as restrictions as well.

#### **YOUTH - MEETINGS**

*NCRM Youth Rail Crew Committee (YRC)* shall have scheduled monthly meetings to discuss immediate committee business and scheduled quarterly meetings in conjunction with, but separate from, *NCRM Quarterly Membership Meetings*. These *YRC Meetings* shall be held at the NCRM facility at *Bonsal Yard* or at another location designated by the *YRC Chief* and approved by the committee *Chair*. The *Chair pro temp* of these meetings shall be held by the *YRC Chief*, or other officer as specified herein, with the *YRC Chair* acting as advisor. Notice of all *YRC Meetings* shall be announced by the *YRC Secretary* at least ten (10) days prior to the meeting date.

#### **YOUTH - TRAINING:**

The *Youths* of the *NCRM Youth Rail Crew Committee (YRC)* shall have the opportunity to observe qualified members of *NCRM Work Crews*, *NCRM Museum Curators*, *NCRM Depot Crews*, *NHV Train Crews*, and other functions of the NCRM. During these observations *Youths* may be allowed to assist these qualified individuals insofar as possible under the rules and restrictions shown in the *YRC Charter*, the *NCRM Bylaws*, the *NHV Rule Book*, and any applicable laws. Upon successful completion of these observational sessions, the qualified NCRM/NHV individual shall sign a form indicating the observation was completed and the opinion of the qualified individual as to the ability of the *Youth*. These forms shall be collected by the *YRC Secretary* and held for as long as the *Youth* is involved in the YRC as a record of the *Youth's* training.

#### **YOUTH - AWARDS AND CERTIFICATIONS:**

The *Youths* of the *NCRM Youth Rail Crew Committee (YRC)* shall be eligible to receive certain awards and/or certifications. These honors shall include, but are not limited to:

- **YRC RAILROADER OF THE QUARTER:** Award of this honor shall be made at each *YRC Quarterly Meeting* to the *Youth* having demonstrated the most enthusiasm and diligence in the activities of the YRC and completed the most training units during the previous calendar quarter.
- **YRC RAILROADER OF THE YEAR:** Award of this honor shall be made at each *NCRM Annual Banquet* to the *Youth* having demonstrated the most sincere enthusiasm and diligence in the activities of the YRC and completed the most training units during the previous year.
- **YRC DIPLOMA:** Upon reaching their eighteenth (18<sup>th</sup>) birthday, *Youths* are no longer eligible to be a part of the YRC. At this point, if in the opinion of the *YRC Chair* and *YRC Chief* the *Youth* has a sufficient level of knowledge in YRC subject matter, the *Youth* shall be presented with a diploma indicating their participation in the YRC. This presentation shall be made at the *NCRM Annual Banquet*.
- **OTHER YRC HONORS:** The *YRC Chair* may designate other honors as deemed appropriate.
- **NHV CERTIFIED RAILROADER:** Upon reaching their eighteenth (18<sup>th</sup>) birthday, *Youths* are no longer eligible to be a part of the YRC. At this point the *YRC Chair* and *YRC Chief* shall review the training records of the *Youth* as held by the *YRC Secretary*. If the *YRC Chair* and *YRC Chief* determine the *Youth* has successfully completed all training and assessments over at least two (2) years of participation in the YRC, the *Youth* shall be deemed an *NHV Certified Railroader* and receive a certificate to that effect. This award shall be made at the next *NCRM Annual Banquet*.

Award of these honors shall be determined by consensus of the *YRC Chair*, *YRC Vice Chair*, *YRC Chief*, *YRC Assistant Chief*, and *YRC Secretary*. These honors shall consist of paper certificates indicating the honor received. As with all such awards and certifications throughout the world, these honors convey only the opinion of those issuing the honor and carry **NO** weight beyond that. Acceptance of the honor as testimony to the ability of the recipient of the honor is the responsibility of the individual or organization with whom the honor is used as reference.

**COMMITTEE FUNDING AND BUDGET:**

The *NCRM Youth Rail Crew Committee* (YRC) shall have a regular line item in the *NCRM Budget*, subject to the same approval process as any other committee line item. These funds shall be used to cover supplies and materials needed for the proper operation of the YRC. Initial funding is set at two-hundred dollars (\$200.00) with funding for subsequent years to be determined through the normal budgetary development process.

**COMMITTEE REPORTS AND OVERSIGHT:**

The *NCRM Youth Rail Crew Committee* (YRC) shall present regular reports to the *NCRM Board of Directors* at each *NCRM Board of Directors Meeting* as is the responsibility of all NCRM committees.

**COMMITTEE PARLIAMENTARY AUTHORITY:**

When deciding and/or adjudicating matters not covered in this *Charter*, the provisions of the then current *NCRM Bylaws* shall apply. If no resolution can be found in the *NCRM Bylaws*, *Robert's Rules of Order* (then current edition) shall apply.

**COMMITTEE ESTABLISHMENT AND APPROVAL:**

The *NCRM Youth Rail Crew Committee* (YRC) was established and this Charter document approved by majority vote of the NCRM Board of Directors at its meeting held on Thursday, 21 June 2018.

**ATTESTED BY:**



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NORTH CAROLINA RAILWAY MUSEUM, INC.

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