North Carolina Railway Museum, Inc.

Membership Policy Handbook

NCRM Board of Directors Approved

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It is desired that additional NCRM policies be added to this Member Policy Handbook in future updates. Some for consideration to be added (but not limited to) include the following:

Procurement Process (needs a committee to figure out.), Collections Procedures, Uniform Requirements, Operate A Loco Procedures, Radio Operation, Specifications, and Usage

Membership: Member and Volunteer Code of Conduct

To ensure a safe and welcoming environment for members, volunteers and visitors, the Board has identified certain behaviors that are unacceptable. If a member or volunteer exhibits any of the following behaviors, as observed and reported by another member to the Yardmaster or Board President, they shall be immediately suspended from participation in the activities of the NCRM, pending a hearing before the Board of Directors. After this hearing, a majority of the Board may either lift the suspension or administer other disciplinary action, including a letter of reprimand, suspension from participation for a period of time or expulsion from membership. If a member is expelled, such expulsion shall be permanent and the member may not apply for readmittance to membership.

If a member of the public exhibits these behaviors, they may be asked to leave the property by the Yardmaster, and depending on the severity of the offense, the Board may vote to ban them from the property in the future.

These behaviors include:

1. At any meeting of the NCRM or its Committees, work sessions or public events no one shall engage in abusive or profane language or any personal attack on the character or reputation of any other member or member of the public, whether or not present. This includes racial, gender-related, sexual orientation-based or political attacks.
2. No one may physically or verbally assault another Member or member of the public.
3. No one shall engage in conduct a reasonable person would believe to be detrimental to the Corporation.
4. No member shall mail, email or on distribute on social media generally any material that is:
    1. False; or
    2. Prejudicial to the orderly administration of the NCRM, or
    3. Which contains vituperative administrative language or personal attacks on the character or reputation of any other member, including racial, gender-related, sexual orientation-based or political attacks.
    4. Bullying
5. During a meeting of the Membership, Board of Directors or of any Committees, no Member shall refuse to abide by the rulings of the presiding officer. The rule does not prohibit any Member from appealing any ruling of the Chair.
6. Any Member who has knowledge of the whereabouts of any assets or records of the Corporation shall disclose the same to the Board of Directors in a truthful and forthright manner, if requested to do so.
7. Use of illegal drugs while on the property of the NCRM or while participating in NCRM activities is prohibited.
8. Being intoxicated or otherwise impaired while volunteering on the property of the NCRM.

Membership: Classes of Membership and Voting Requirements

The NCRM has two classes of membership: “Members” and “Voting Members”. The “Members” class includes (1) “Members” who joined after the ratification of the NCRM’s Bylaws on January 20, 2024 who have not yet met the requirements to become “Voting Members”, (2) Family members of “Members” or of “Voting Members”, and (3) Youth members (members under 18 years of age). To participate in voting on questions submitted to the Membership for approval, such as election of Directors, Bylaw revisions or other matters, a “Member” must become a “Voting Member”.

1. All members with voting privileges in effect on or prior to the NCRM Bylaws put into effect on January 20, 2024 will remain as “Voting Members” for as long as they maintain their membership in “Good Standing” with no lapse in paying dues beyond 60 days.
2. To become “Voting Members” after January 20, 2024, a Family or Youth member must first become a “Member” and then meet the requirements to transition from “Member” to “Voting Member”.
3. “Members” joining after the Bylaws put into effect January 20, 2024 may become a “Voting Member” after meeting the following requirements:
    a. An individual must be a “Member” continuously for at least one year (365 days) after joining.
    b. A “Member” must show that they have provided at least fifty (50) on site volunteer hours of service at the NCRM in the prior twelve (12) months. The volunteer hours may include working in the train crew, the gift shop, ticket office, garden railway, parking lot, birthday caboose or similar activity. Volunteer hours may also include any facilities, maintenance of way, rail equipment maintenance and preservation or similar work. Any “Member” wishing to become a “Voting Member” may self-report their volunteer hours to the Membership Committee with sufficient detail (dates, hours and nature of activity) so as to be verified, if necessary.
    c. The Membership Committee will solicit annually in July that any “Members” wishing to submit their volunteer hours to become “Voting Members” for the upcoming Board of Directors election held annually in October do so at least one week prior to the September meeting of the Board of Directors. During the September Board meeting, the Board of Directors will review and approve as deemed consistent with the 50 hour volunteer service requirement those “Members” to become “Voting Members”.
    d. A “Member” wishing to submit their volunteer hours to the Membership Committee for consideration to become a “Voting Member” may also do so at any other time of the year. Approval to become a “Voting Member” will require a Board of Director’s review and approval at a subsequent Board meeting.
    e. Any “Member” approved by the Board of Directors to become a “Voting Member” will retain their voting privilege for as long at they maintain their membership in “Good Standing” with no lapse in paying dues beyond 60 days.
4. Notwithstanding the preceding, the Board of Directors may confer “Voting Member” status on any individual it determines has made a significant contribution to the furtherance of the NCRM’s purpose.

Membership-Voting Procedures

Questions involving a vote of the "Voting Members", including election of Directors and approval of Bylaws and revisions, shall be handled via a written ballot. This ballot shall be first provided to members no less than 21 days prior to the day that balloting is closed and the ballots are tallied. Ballots for election of Directors shall be prepared by the Chair of the Nominating Committee after having secured from each Director candidate their signed understanding and acceptance of the NCRM's Director Conflict of Interest, Confidentiality, and Indemnification Agreements. Ballots for any other questions shall be prepared by a "Voting Member" designated to do so by the President. Ballots shall be placed in the Tarheel Telegrapher and may be distributed by email from the President and also be available in hard copy form in the Dispatcher's Office and at the Membership meeting at which ballots are tallied. The ballots and all communications shall clearly state when ballots are due. Balloting shall be handled as follows:

- All ballots shall be returned to the Secretary.
- The Secretary shall obtain a current list of the Membership eligible to vote from the Membership Committee Chair and verify that ballots are only from "Voting Members" and that each "Voting Member" has voted only once.
- The Secretary shall maintain custody of the ballots until the day of a meeting convened to count ballots. At that date, the Secretary shall provide the ballots in a sealed envelope to an ad hoc committee composed of the Chair of the Nominating Committee (or other member designated by President) and two other "Voting Members" designated by the by the Chair of the ad hoc committee. The three members of the ad hoc committee shall individually count the ballots, reconcile their counts and report the results to the Secretary, who shall inform the President.
- The President shall inform the newly elected Directors (in the case of Board elections) and membership of the results of the balloting.
- At the November Board meeting following the annual election of directors, any newly elected Directors shall be installed and any Board member whose term is ending and who was not re-elected will cease to be a member of the Board, but will still be a "Voting Member" of the NCRM with the same rights and privileges as any other "Voting Member".
- After installation of new Board Members, an election by secret ballot shall be held among the Board members to select a President. The Secretary shall administer this process, asking for nomination for President with no second needed.
- Once a President is elected, the new President will conduct Officer elections for Vice-Presidents. The Treasurer and Secretary are to be appointed by the President but with the concurrence of a majority of the Board.
- Following this, the new President may continue with the Board meeting or may ask the outgoing President to preside over that meeting.

Membership-Dues and Benefits

The Board approved the following dues structure, effective January 1, 2025, in effect until changed by Board action:

- Senior Membership (Age 60 and over) $20
- Student membership (age 14 up to 18) $20
- Adult membership (age 18-59) $30
- Family (Individual + up to 3 family members in same household) $50
  (Only adults 18 and over in the Family are eligible to vote, after satisfying the volunteer requirement to be a voting member if joining after 1/24)

- Silver Meteor Membership (Adult 18+) $100
- Lifetime membership $ 1000

Benefits for each Dues Level:

All of the membership levels (Senior, Student, Adult, Family, Silver Meteor and Lifetime) would have the benefit of free train rides for the member and one accompanying guest on a space-available basis for regular season rides, excluding Hop into Spring, Halloween and Santa rides. Tickets for additional guests can be purchased at regular prices.

The **Silver Meteor** membership would additionally include the choice of EITHER one family four-pack of tickets to either the Halloween or Santa rides plus a cab visit before or after the ride plus a behind the scenes look at the Garden Railway OR a one-year annual membership to the National Railway Historical Society (NRHS)

All **current and future Lifetime Members** would get a 10% discount in the Gift shop and the choice of either one OAL or one family caboose ride on any ride (including special rides) at their option, if desired. The OAL or family caboose ride would have to be scheduled and may only be claimed once during the lifetime membership term. This is in addition to the benefits that a regular member receives.

All members of every category may attend the annual member banquet each January.

Membership Term:

Members joining after January 1, 2025 will have their annual membership expire 12 months from the date of joining. We would no longer have membership terms of a calendar year (except of course, for existing, non-lifetime members whose terms would continue to expire each December 31).

Finance: Internal Controls

The NCRM is a small organization whose structure may prevent adequate segregation of duties. As a result, the following compensating controls should be in place to guard against financial loss.

1. An annual budget should be reviewed by and approved by the Board. Every budget category or item shall be assigned to a Committee Chair, Project Manager or other designated individual who shall be responsible and accountable to the Board for such category or item.
2. Committee Chairs and Project Managers should take an active role in determining the budgeted needs for their areas for the year.
3. The Treasurer shall determine and keep a record of who may have an NCRM credit card and may revoke credit card privileges for misuse.
4. Each Member who has an NCRM credit card will be responsible for summarizing the monthly charges made on the card, including their purpose, and provide such summary to the Treasurer to ensure that expenditures are incurred and charged appropriately. Receipts for items over $250 should be provided to the Treasurer. (Receipts under $250 may optionally be provided).
5. All expenditures, whether by credit card, charged directly to the NCRM or reimbursement of member-paid items shall be charged by the Treasurer against the Board-authorized budget of a Committee Chairman, Project Chairperson or other authorized individual. No individual expenditures over $250 shall be charged against a budget without being authorized or initiated by the appropriate designated individual or Chairperson. Where a Committee Chair (or other authorized person) expects a bill of over $5000, whether budgeted or not, the Committee Chair should keep the Treasurer informed of its timing so that funds are available for payment.
6. Bank deposits are the responsibility of the Treasurer, but should generally be made by someone other than the Treasurer and be reported to the Treasurer, who should reconcile deposits made to those reported by the bank. In some instances, such as large, expected receipts by check, it may be appropriate for the Treasurer to make the bank deposit, depending on the nature of the receipt.
7. Checking account statements and other bank statements should be reconciled monthly.
8. At the end of each calendar quarter, the Finance Committee shall:
    a. Verify that bank statements have been reconciled each month by the Treasurer
    b. Review credit card statements to ensure that the Treasurer has verified that expenditures have been properly supported and are authorized.
    c. Review cash disbursements reported on the check register to ensure that expenditures have been accurately recorded and are authorized and properly supported.
    d. Any questionable items resulting from this review shall be discussed with the Treasurer and Board President.

Approvals Policy

To ensure that expenditures and dispositions of assets occur in accord with the goals and mission of the NCRM and are appropriately approved, the NCRM has set the following guidelines.

Approval of Expenditures

1. Individual expenditures that are under $5000 or less than 50% of an Board-approved annual budget for a Committee may be authorized and expended by a Committee Chair without further Board approval.
2. Individual expenditures expected to be over $5,000 or greater than 50% of the Committee's annual budget must be presented by a Committee Chair for approval by the NCRM Board before being incurred, and such approval shall be documented in the Board minutes, unless such expenditure is related to an approved, budgeted project in progress, such as refurbishment of #17, Goldston Depot, etc. (see steps 4 and 5 below)
3. Any project expected to have an ultimate total cost in excess of $10,000 must be approved by the Board before any funds or work are committed. It must have a project sponsor named and approved by the Board, and should be tracked by the Treasurer as a project. Each project over $10,000 shall have an approved estimated "not to exceed" cost, and its status shall be updated monthly to the Board jointly by the Project Sponsor and Treasurer, including whether the project is at risk of costing more than estimated.
4. Project sponsors are authorized to approve expenditures or commitments related to the project unless an expenditure or commitment would cause the project to exceed its project budget, in which case Board approval is required for a revised "not to exceed" cost.
5. Committee Chairs and project sponsors shall keep the Treasurer informed of the timing of expenditures over $5,000
6. It is possible that expenditures may be funded by grants or directed donations. In such cases, any requirements, such as procurement or documentation processes, imposed by those grants or donations must be followed.
7. The Treasurer shall report to the Board if any expenditures are incurred which do not conform to the approval requirements above.

Approval of Asset Dispositions

1. All locomotives, rolling stock and MOW equipment, whether operational or not, have been designated by the Board as being critical to the operation of the Museum and their disposition must be approved by the Board. This approval has two components: approval of disposition and approval of sale price. The Board may designate a minimum allowable sales price at the time of the approval of the disposition. The Board may designate a voting member of the NCRM as agent to solicit offers on behalf of the Museum.
2. Proposals to dispositions of any other individual assets of the organization must first be approved by the Board. Such proposals shall include an expected sales price.
3. After an asset disposition is approved by the Board, the asset shall be offered for sale to the NCRM membership and the general public simultaneously, with the offer to members communicated in the first Tarheel Telegrapher occurring after the approval of the disposition.
4. Generally, the highest offer for the asset, whether by an NCRM member or the general public, shall be accepted. If the Board has designated a member to solicit offers, that member may approve the offered price, without Board approval, based upon market conditions or condition of the asset, unless the offered price is less than a Board-set minimum.
5. Sales proceeds shall be reported to the Board and documented in the minutes.

Committees: Formation and Current List

The Board of the NCRM may from time to time establish committees upon majority vote at a regularly scheduled Board meeting to handle the initiation, furtherance or continuation of certain activities. A Committee may also be abolished by majority vote of the Board. Each Committee shall have a Chair who is responsible for the overall functioning of the Committee and reporting its activities to the Board. The Committee Chair is also responsible for administering the annual budget of the Committee as determined by the Board. Ideally, each Committee shall have at least one member in addition to the Chair.

At the time of the adoption of the Bylaws in January 2024, the following Committees were in effect, with duties assigned:

1. Garden Railway
    a. Maintenance operation of the G scale railway at Bonsal
    b. Maintenance and operation of the G scale railway at the NC State Fair
2. Rules and Safety
    a. Maintain and up-to-date rule book in accordance with regulatory requirements.
    b. Administer safety and rules testing of members and volunteers.
    c. Maintain a list of members qualified for various tasks, including train operations and keep records of training.
    d. Investigate Rules/Safety infractions related to NHV operations and provide results to NHV Superintendent.
3. Fundraising
    a. Solicitation of donations and grants on behalf of the NCRM
4. Membership
    a. Process new member applications and annual renewals
    b. Maintain Membership records
    c. Administer annual Rusty Spike Award selection.
    d. Administer transitions from Member to Voting Member
    e. Provide updated member roster to Secretary prior to each election and to Crew Caller with every change.
5. Marketing
    a. Publicize the museum to the public.
    b. Maintain an electronic presence of the museum, including Facebook, Instagram, website.
    c. Administer and operate a ticketing system for train riders.
    d. Interact with the public regarding group rides and charter rides.
    e. Recommend schedule changes and modifications to the Board.
6. Gift Shop
    a. Operate the gift shop, including identification and acquisition of inventory for sale.
7. Youth Crew
    a. Administer the Youth Crew (youth members between 14 and 18 years of age)
8. Publications
    a. Prepare and edit Tarheel Telegrapher
9. Museum
    a. Acquire and categorize railway artifacts for display in the museum and determine display methods.
10. Facilities/Wednesday Crew
    a. Build and maintain buildings on the property, including structural, electrical and plumbing.
    b. Maintain NCRM grounds.
    c. Maintain cosmetic appearance of museum property including rolling stock and locomotives.
11. Acquisitions

    a. Identify for Board approval, the acquisition or disposition of museum exhibits.
12. Rolling Stock
    a. Ensure that museum rolling stock is safe and suitable for intended use, including required testing of equipment.
13. Maintenance of Way
    a. Ensure that the museum track, roadbed and ties are safe for operation
    b. Ensure that right-of-way is kept clear of weeds, trees and other obstacles that may interfere with safe operation.
    c. Ensure that bridges and grade crossings are safe for operation
14. Diesel Locomotives
    a. Ensure that diesel locomotives are safe for operation and ready for use
15. Steam Locomotives
    a. Ensure that steam locomotives are safe for operation and ready for use
    b. Administer required inspection and rebuilding of steam locomotives
16. Special events
    a. Coordinate set-up and take-down of decorations for special events, including Hop into Spring, Halloween rides and Santa's Reindeer Round-up
17. Brew & Choo
    a. Coordinate with local beer and food vendors to schedule their attendance at each Brew & Choo event and other events as requested by the Board.
18. Finance
    a. Provide advice to Treasurer concerning financial matters
    b. Meet at least quarterly to review the Treasurer's work, including reconciliation of bank accounts and credit card statements and cash disbursements
    c. Recommend and/or revise internal controls
    d. Committee membership shall consist of a minimum of three members (including the Chair), all of whom are unrelated to the Treasurer
    e. The Committee shall select its Chair

Additionally, in the fall of each year, a Nominating Committee is named on an ad hoc basis to solicit and administer candidates for the annual Board election or special Board elections.

The Secretary shall be responsible for maintaining a list of the Committee Chairs and members. Each Committee Chair is responsible for submitting a short, written report to the NCRM Board before each Board meeting, reporting on the activities of the Committee.

Rules and Safety: Commitment and Requirements

The NCRM must comply with Federal and State Railroad-Specific regulatory requirements such as Federal Railway Administration (FRA), Transportation Safety Administration (TSA) and such other agencies promulgating rules and regulations governing rail operations.

The NCRM has established membership and volunteer requirements and procedures to assure safe operation of the New Hope Valley Railway consistent with Federal Railway Administration rules and regulations. This includes the following:

1) Periodic Rules and Safety Training sessions for the membership involved with train operations. All involved with train operations are required to attend a Rules and Safety Training session at least once a year. It is recommended that any members not involved with train operations attend these sessions at least once every 2 years.
2) Membership involved with train operations are required to fully understand the rules and procedures for New Hope Valley Railway documented in the most current Rules and Safety Handbook, and Timetable.
3) The membership involved with train operations must achieve a passing grade on the New Hope Valley Railway's Rules and Safety Test at least once every two years.

As a passenger carrying railroad, the NCRM and New Hope Valley Railway also falls under the jurisdiction of the Transportation Safety Administration. The TSA's issues at times rules and regulations that can apply to the New Hope Valley Railway's operations. At those times, information will be shared with our membership, volunteers, and passengers as needed to assure we operate in compliance with the relevant TSA rules and guidelines.

Incident Reporting: Forms and Procedures

Incident Reporting Procedure

Following any accident, medical emergency, disturbance or other incident, it is critical that a report form be filled out as soon as possible. Completed Incident Report Forms create both a log of events for liability purposes and serve as a means for future follow-up and contact should the incident require it. They also serve as an important communication tool between the person witnessing the incident and NCRM leadership who may be required to respond long after the event has passed.

Who should fill out a report?

All NCRM volunteers witnessing a medical emergency, disturbance or accident should fill out a report as soon as it is safe and practical to do so. Especially after an accident or medical incident, critical contact information should be obtained before the person(s) involved have left the property. Only one form is required, however the names of all NCRM volunteers witnessing the incident should be recorded on the form. If a NCRM volunteer is injured, they may fill out the report for themselves however always include a witness if one was present.

What types of incidents should be recorded?

The types of situations that may be encountered are numerous, but include any severe falls, cuts or insect stings. Accidents involving power tools or equipment for volunteers should also be recorded as well as reports of violence among passengers. The basic rule is "if in doubt fill it out." One can never over report. Once the report is filed and the NCRM leadership alerted, the Superintendent will review for possible action with the Rules and Safety Chair, or the President of the Museum as appropriate.

Where are the report forms?

Incident Report Forms are located in the NCRM yard office in a file cabinet drawer marked for this purpose across from the main entrance door. In the drawer is a folder with blank forms. There is also a RED folder for completed forms. Once the form is filled out, it should be placed in the red folder. After filing, an email must be sent to both the Superintendent and Rules and Safety Chairman alerting them that there has been an incident. This is not required if they are in direct contact with the person filing the report.

What types of information are requested?

The information to be filled out include:

- The name of the person filling out the form
- Contact information for the injured or affected person(s)
- NCRM and other Witnesses to the incident. If witness is a non-member, be sure to get their contact information as well.
- Description of the incident in sufficient detail for someone not there to understand what happened.
- Date and time of the incident and any other relevant details.

For more information regarding emergency procedures refer to the adopted NCRM Emergency Plan

National Railway Historical Society, Inc: Relationship and Membership

The North Carolina Railway Museum was originally chartered as the East Carolina Chapter of the National Railway Historical Society, Inc in 1964. The National Railway Historical Society (NRHS) was founded in 1935 and serves as an umbrella organization for groups of rail history enthusiasts, railroad museums, and historic operating railroads throughout North America and beyond. The NRHS serves as an advocate for railroad preservation with the railroad industry, governmental agencies, and other entities to support rail history preservation efforts.

Some of the notable NRHS programs associated with rail preservation include the Heritage Grants for deserving Chapter rail preservation projects, RailCamp for Chapter and other youth to experience and learn about careers in the railroad industry, the Film and Photograph Preservation, and the annual Outstanding Railroad Historic Preservation Award to a North American common carrier railroads.

The membership of the East Carolina Chapter of the NRHS (ECC-NRHS) decided in 2008 to rename itself the North Carolina Railway Museum to better present its mission to the public and operation of the historic New Hope Valley Railway.

Both the NCRM and NRHS (and their many other Chapters) maintain a connection through a shared interest and priority for preserving and sharing railroad history. While at one time it was required by the ECC-NRHS that our members also be members of the NRHS (each with their own dues requirements and member benefits), that is no longer required.

That said, all members of the NCRM (formerly the ECC-NRHS) are encouraged to consider joining the NRHS as both organizations share a common interest in railroad historic preservation.

For more information about NRHS membership see www.NRHS.com

Rusty Spike Award: Description and Procedure

Each year the North Carolina Railway Museum (NCRM) awards one or more Rusty Spikes to deserving individuals. In presenting the award, it is said that spikes are what holds a railroad together; without them a railroad would fall apart. With this in mind, the Rusty Spike is reserved for those individuals who have made such an outstanding contribution to the NCRM that the organization clearly is better off as result of their time and talent, or had they not been active members, the organization would have sorely missed them.

Criteria:

- To represent the unique value of this award, individuals considered for the award must have been active members of the NCRM for five years.
- Any active member may nominate another member for the Rusty Spike. An individual may not nominate themselves.
- Nominations for the award shall be made in writing annually, each fall, and presented to the Membership Committee. The nomination shall include one or two paragraphs written by the person making the nomination that clearly state the contributions of the nominated individual to the NCRM and why this individual is deserving of the award.
- The Membership Committee will verify that the nominee has been a member for five years and notify the person making the nomination if that is not the case.
- Since Board members are the ones to vote on the award, current Board members are not eligible to be nominated while they are serving on the Board.

Process:

The Membership Committee shall administer the nomination and voting process by secret ballot. Currently sitting Board members are the individuals who will vote on the Rusty Spike nominations, which are presented to them by the Membership Committee. Only the Membership Committee Chair shall know the results of vote until announced at the Annual membership meeting.

For a Rusty Spike to be awarded, a nominee must receive a majority of the votes cast by Board members (at least five votes from nine Board members). Each Board member shall vote for two nominees (unless there are less than two nominees). A Board member may also cast one or two abstentions if he/she believes no nominee or just one nominee is deserving of a Rusty Spike.

If as a result of a large number of individuals nominated, the voting is so dispersed that no nominee receives a majority of Board's support, the Membership Chairman may hold a second round of voting involving just the top three nominees receiving votes.

Each year, not more than three nominees may be awarded a Rusty Spike.

Intellectual Property: Requirements and Procedures

The names and/or initials “North Carolina Railway Museum,” “East Carolina Chapter, NRHS,” “New Hope Valley Railway,” “North Carolina Railroad Museum;” “ECC-NRHS,” “ECCNRHS,” “ECC;” “NHV;” “NHVX,” “NHVR;” “NHV-RWY,” and “NHVRy” are deemed to be owned exclusively by the North Carolina Railway Museum, Inc. (NCRM or Corporation).

Additions or deletions to the names and/or initials (collectively called “terms”) set out above require a majority vote of the Board of Directors at its discretion.

Any logo, herald, or graphic drawing which incorporates these terms are also deemed to be owned exclusively by the Corporation.

The use of these terms is governed by the following:

A. The terms listed above are to be used to identify real, personal, and intellectual property owned or leased by the Corporation.

B. The terms listed above are to be used by the Corporation in advertising media.

C. The terms listed above are to be used on Corporation letterhead or stationery. Use of such stationery is reserved for official Corporation correspondence by the duly elected Officers, Directors, and committee members. No other use of official Corporation stationery, unless specifically authorized by the Corporation President is permitted.

D. The terms listed above are to be applied to items necessary to the operation of any project undertaken by the Corporation. These items include, but are not limited to, timetables, tickets, passes, train order forms, message pads, and similar items. The materials are only to be used in the normal operation of the Corporation.

E. The terms listed above are not to be used in a manner inconsistent with the policies as stated in here or as established by the Board of Directors, the Corporation membership, or a committee appointed to establish a policy regarding the use of the Corporation’s official name.

F. If in the event these terms and/or logos are protected by copyright or trademark, all users must acknowledge that copyright or trademark.

G. The terms are not to be used or reproduced on any souvenirs, memorabilia, or other artifacts offered for sale, trade, gift, or other purpose, other than for the benefit of the Corporation, without the specific written permission authorized by a majority vote of the Board of Directors. Any such use without authorization will be considered as fraud.

H. Use of the terms listed above for promotional items including, but not limited to, caps, tee-shirts, patches badges, and printed matter of any kind by vendors other than the Corporation must include the statement “used with permission of the North Carolina Railway Museum.”

I. No equipment, rolling stock, real property or personal property, unless owned or leased by the Corporation is permitted to be labeled or stenciled with the Corporation’s name, initials, or logo. The Corporation must have a legally recognizable ownership interest in such property prior to or

concurrent with said property being identified with any or all of the terms listed above. The use of the Corporation's name, initials, or logo on any property that is not owned or leased by the Corporation is prohibited unless authorized by a majority vote of the Board of Directors and the beneficial owner of the property.

J. All files maintained by and original copies of all correspondence, memoranda, and other materials directed to officers, directors, and members in the normal conduct of Corporation business are deemed by virtue of the Corporation's ownership of the terms listed above to be the Corporation property held in trust for the Corporation by the officers, directors, and members. The materials are to be surrendered by the officers, directors, or members in their entirety, complete with no deletions upon the request of the Board of Directors, at the termination of office, or termination of membership in the Corporation. Copies of the Minutes of all Board of Directors Meetings shall be kept available for inspection by members in the Corporation office for a minimum of three (3) years following the date of the meeting.

K. Electronic mail (email) messages, postings on the Corporation website, publications in the Corporation's official newsletter or publication, paper notices, or other types of message in writing involving meeting notices, voting notices, financial dealings, meeting minutes, or other binding official correspondence, or as required by these bylaws, written to or by any Director, Officer, or committee chair shall be printed, or arranged to be printed, on paper by that Director, Officer, or committee chair, and a copy of that printing delivered to the Secretary as soon as possible before the next Board of Directors Meeting following the writing. The Secretary shall maintain these materials in the official corporate files of the Corporation.

Crew Training & Mentorship Policy

An essential group of volunteers at the NCRM is the train crew. As such, it is important that new train crew members and related support positions are properly trained and have an enjoyable experience so that they continue to participate. Training of train crew is the overall responsibility of the Rules and Safety Committee (hands-on), with selected mentors and qualified crew trainers. The Superintendent oversees the process.

It is important that individuals designated to train new train crew members and related support positions not only be qualified in their positions but have the desire and interpersonal skills to provide a good training experience to trainees. The Rules and Safety Committee Chair should consider this and in consultation with the Superintendent, maintain a list of experienced crew members who also make good trainers for assignment to trainees.

It is vital that new members joining the train crew and related support positions have a good on-boarding experience. With this in mind, a series of guidelines and suggestions have been developed for new members training for positions. These include the following steps:

1. When an individual expresses interest in an operating position he/she/they should contact either the Superintendent, Rules and Safety Committee Chair, or Membership Chair. One of these individuals will provide the prospective crew member the introduction to the train crew document titled “So, You Want to be a Train Crew Member”, Exhibit A to this Policy. The prospective crew member should also be provided a current NHVR Rule Book and a Training/Qualification Record. The Training and Qualification Record outlines the skills that a member must be trained on and show proficiency. Proficiency is indicated by having each skill signed off on by the appropriate supervising personnel.
2. A list of prospective train crew members and support positions should be kept by the Rules and Safety Committee Chair, who should ensure that each prospective member is invited to and attends a Rules Training session, that the successful completion of the Rules Training is recorded and that new crew members receive crew calls for rides. Interested individuals should be periodically contacted and followed up on if they do not attend a rules training session or do not answer crew calls to identify if there are any issues preventing their progression. The beginning of training will not be delayed pending attendance at the Rules and Safety class and/or passing the Rules test.
3. A select group of experienced train crew members should be designated as Train Crew Mentors to provide periodic follow-up and guidance to the prospective crew members until they are qualified Car Hosts and Brakemen. The Rules and Safety Committee Chair is responsible for coordinating with the Train Crew Mentors. Individual mentors are not assigned to individual trainees because Mentor and trainee might not be on the same ride day together.
4. The Train Crew Mentors should work together to follow-up with the progress of members being trained as Car Hosts or Brakemen (until they are signed off by the Conductor) on the Training and Qualifications Record. The Superintendent has the responsibility of approving that a train crew member is qualified to perform a duty.

The primary goal is to ensure that no prospective crew member becomes discouraged or confused during the training process. This is accomplished by the active participation of Train Crew Mentors.

Ideally, at least one Train Crew Mentor shall be present on each ride day. At the beginning of a ride day, a Train Crew Mentor shall:

- Consult with each Car Host/Brakeman trainee present to ensure that training is proceeding in an acceptable manner
- Answer any questions the trainee may have (Rules & Safety Chair or Superintendent is final authority)
- Be aware of any problems in training that the trainee is encountering
- Consult with the Conductor to ensure that trainees are being assigned on a car with a Brakeman who is qualified and who is an appropriate trainer.

Exhibit A

So, You Want to be a Train Crew Member

One of our key volunteer opportunities at the New Hope Valley Railway is to serve as a train crew member on a ride day. Being on the train crew is fun, but requires training as the safety of our riders depends on the knowledge and discipline of a qualified train crew. Also, the operations of the New Hope Valley Railway are regulated by the Federal Railway Administration (FRA) which requires that all operating personnel comply with a series of training standards. The structure of our training program is key to this.

There is a progression of responsibilities for train crew members. The three most numerous crew opportunities are Car Host, Car Brakeman and Train Brakeman. These positions also prepare members for even more skilled positions such as head-end brakeman, conductor or locomotive engineer.

Car Host

Car host is a good place to start on the train crew. It is a "non-operating" position, so it can be filled by a new member and is a good introduction to train operating procedures. Serving as a car host does not require passing a rules test (more on this later) and training is "on the job" under the supervision of the car or train brakeman. Duties performed by a car host essentially involve greeting riders, helping them get seated, and ensuring they have a safe and enjoyable train ride.

Each required task of a car host is taught by an experienced qualified brakeman, who is also stationed on the car. As the brakeman observes the car host's performance and understanding of these tasks, he/she "signs off" each task in the Crew Member Training and Qualification Record. This document is presented to each new train crew member and is a record and proof that a crew member has achieved proficiency on a task.

Brakeman

The next step up the ladder of train crew is brakeman. A member can be trained simultaneously as a car host and brakeman, but before becoming a qualified brakeman, the member must also attend an operating rules training session and pass a written (open book) test on the operating rules. Additionally, a brakeman in training works under the supervision of a qualified brakeman, whose "sign-off" that the crew member is proficient in each of the tasks is documented in the Training and Qualifications Record.

Once each skill has been signed off on, a Conductor must certify an individual as Car Host and/or Brakeman in the Training and Qualification Record. Then, as a final step, the Rules and Safety Committee Chair (R&SCC) signs off on that qualification (and records such qualification in a separate record maintained by the R&SCC).

Train (Caboose) Brakeman

Additional qualifications must be met before a Brakeman can be assigned to a caboose because of their position adjacent to the locomotive. These skills are related to the need to couple and uncouple from the locomotive, testing of brakes and the need to master hand/arm signals and safety procedures

related to being on the ground while the train is stopped and conducting a run-around procedure at the end of our line. These tasks are also signed-off in the Training and Qualification Record.

Once an individual has been signed off for all skills required for a position, he/she should notify the Rules and Safety Chairperson.

Other skilled train crew positions are available once a crew member is a fully-qualified and experienced Train Brakeman. Each of these involve training and apprenticeship under an experienced individual holding that position. Other positions requiring training and sign-off but which are not on the train are Track Inspector, Signalman and Dispatcher. If a member is interested in one of these positions, please consult the Superintendent.