

# GNRHS OPERATING MANUAL

Adopted by GNRHS Board of Directors

11/8/2021

**INTRODUCTION.** This manual is designed to provide guidance for the day-to-day operations of the Society. It reflects motions passed by the Board and from established procedures that have evolved over the years. If there is any conflict between the items listed in the Operating Manual and the Articles of Incorporation and the By-Laws, then the Articles and By-Laws will take precedence. There may be some duplication within the items of this manual due to the interrelation of the topics. The Manual must be approved by the Board.

**MANUAL CHANGES.** As Society policy changes and additions are approved by the Board or are instituted by officers as authorized by the Board, they will be included in this Manual. The Manual will be reviewed periodically by the Bylaws and Operating Manual Committee as described in Section II. The Board and officers will be made aware of changes as they occur since they may have an impact on their immediate Society functions.

**MANUAL DISTRIBUTION.** All Directors, the President and Officers will be provided copies of the Manual, and it shall be posted publicly on the GNRHS web site. The Secretary or other designated Officer shall keep on file a master copy of this Manual, including any changes, deletions, and additions. Members may request a printed copy of this Manual but will be charged a fee to be determined by the Board.

**INDEX.** An attempt has been made to keep this Manual as simple as possible and to stay with the concept of daily operation information.

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## I ARCHIVES

### A. Request and Visitation Policy.

- 1) Request for assistance should be made by email to [archives@gnrhs.org](mailto:archives@gnrhs.org). Requests for internal assistance between the Archives section and the Publications section will take preference over external requests. The email is monitored by Archive Officers and Committee members. For urgent matters, or for those without email, please phone Don McGlothlin 406-270-6749 or Bob Kelly at 206-349-3977. Every effort will be made to reply promptly, even if it is to say no information is available.
- 2) Physical visits to the archives held at the Jackson Street Roundhouse, St. Paul, MN, and the Pacific Northwest Railroad Archive in Burien, WA are by appointment only. For JSRH, written requests will be addressed to GNRHS Archives, 193 E. Pennsylvania Ave., St. Paul, MN 55130-5319, or call Don McGlothlin at 406-270-6749. For PNRA, email Gary Tarbox at [garya@comcast.net](mailto:garya@comcast.net), 206-349-6242. More information can be found on the web at [www.gnrhs.org](http://www.gnrhs.org) and [www.gn-npjointarchive.org](http://www.gn-npjointarchive.org)

### B. Reports

- 1) Periodic reports are required from the Archives section at least yearly. These reports should include, but not be limited to, acquisition of new materials, new internet materials, policy changes, major expenditures, and any contact changes. Periodic reports should also be supplied to the membership via the quarterly GOAT publication.

### C. Budget Control

- 1) Funding for both archives' sites (JSRH & PNRA) will come from the GNRHS General Fund. The exception will be any donations made specifically for archival activities, which will be held in a separate Archives Fund. Special project or equipment costs not previously budgeted and which exceed \$200.00 will require approval of the Board. The Archives section is required to report annual expenditures at the yearly Board meeting.

### D. Archive Oversight and Policies

- 1) All materials acquired for or on behalf of the GNRHS must be acknowledged to the donor in writing via a standard form and are to be catalogued. These materials should be clearly marked as property of the GNRHS when practical. The standard form shall include the following section:
  - (a) "This form acknowledges receipt of cash or donated items described above. Donated items become the property of the Great Northern Railway Historical Society or Northern Pacific Historical Association as specified, which retain all literary and property rights thereto and the right of usage of the material. It is the societies' policy not to accept gifts that impose qualifications or conditions. The Societies reserve the right to dispose of all or parts of the items accepted if they duplicate items already in the collection or are inappropriate to the historical intent of the collection. Donations are tax deductible to the extent allowable by law. The donor is responsible for evaluation or appraisal of donations as well as compliance with current tax laws."
- 2) The GNRHS does not accept donations with qualifications or conditions, including restrictions on GNRHS rights to utilize and publish the material. The GNRHS does not pay for archival materials. Exceptions to these policies require Board approval.
- 3) Archive Policies not covered herein shall be set and overseen by an Archives Committee of at least 3 members, of which at least 1 is a Director. Examples include scanning standard, accession and de-accession policy, copyright handling, security, computer systems,

labeling, storage, services pricing, and cataloging standards. The Policies shall be set out in a document available to the Board, Officers and Membership.

- 4) The Policies shall apply consistently to both physical locations; there will not be different GNRHS archival policies for JSRH and PNRA. In addition, GNRHS will seek to harmonize its policies with NPRHA, since we share physical locations, collection database and other facilities.

## **II. COMMITTEES**

### **A. COMMITTEE ORGANIZATION**

- 1) Committees may be established pursuant to Bylaws Section 3.12. The following sections list the committees currently in place, their composition, and their duties.

### **B. ARCHIVES COMMITTEE**

- 1) The Archives Committee shall oversee the collection, cataloging, organizing, storage, and dissemination of reference materials and make reports in accordance with guidelines set forth in Archives Section I of this Manual.

### **C. BALLOT AND NOMINATING COMMITTEE**

- 1) The Ballot and Nominating Committee shall be responsible for recruiting and screening all candidates seeking the office of Director.
- 2) This committee will oversee the handling, counting and disposition of the ballots cast for Director candidates. The committee will be made up of a minimum of three members.
- 3) Notices will be placed in the GOAT seeking eligible members to run for Director.
- 4) The committee will determine that all candidates seeking office are "in good standing" with the organization. To be "in good standing", a nominee must demonstrate the following:
  - That he/she is a current, paid members of the organization; membership must be maintained for all years of office, and
  - That he/she has not, either singularly or as a member of a group, violated the GNRHS bylaws, or Operating Manual, and
  - That he/she has not, either by words or actions, demonstrated behavior which is contrary to the best interests of the organization.

- 5) The Membership Officer will collect all ballots and forward them to a site designated by the committee chairman for counting. The committee chairman will designate at least three members to participate in the counting of the ballots, with witnesses as considered necessary, and will designate the date of the count. The results of the count will be forwarded to the members of the committee. The results will be announced at the discretion of the committee chairman.

### **D. BYLAWS AND OPERATING MANUAL COMMITTEE**

- 1) Periodically reviews these documents to ensure that they are current and comply with any changes and updates in policy.
- 2) The committee will be made up of a minimum of three members one of which must be a Board member who serves as committee chair. The committee chair will report to the President and Board when any reviews are completed.

### **E. MEMBERSHIP COMMITTEE**

- 1) Is comprised of at least one Board member, the Membership Officer, and the Recruitment and Retention Officer(s).

- 2) Is responsible for matters pertaining to the recruitment of new members and the retention of current members. Member retention is particularly important, and every effort will be made to contact members that have allowed their membership to lapse. 8) Makes annual reports to the GNRHS Board.

**F. WEB COMMITTEE**

- 1) Is comprised of, at a minimum, the GNRHS Webmaster and at least one board member.
- 2) Assists the Webmaster in performance of his/her duties per Section XI and provides policy input and oversight.

**G. FINANCE COMMITTEE**

- 1) Is comprised of three members one of which is a Board Member, one who is the GNRHS Treasurer; and a third member who can be appointed at-large from among the Board or Officers.
- 2) Is responsible for providing oversight and guidance on the organization's financial matters. Specifically, the committee is responsible for recruiting/retaining a qualified Treasurer and bookkeeper, and assuring internal controls, independent audit, and financial analysis for the organization.

**H. GN#400 HUSTLE MUSCLE COMMITTEE**

- 1) Is comprised of at least three members. These members will have a railroad employment background, if possible, and will include the Superintendent of Motive Power.
- 2) Oversees the maintenance functions for GN #400 while keeping the Board informed of all such actions. As a part of this process, a committee member will act as a liaison between the Superintendent of Motive Power and the Board.
- 3) Is responsible-for overseeing the contract between Lake Superior Transportation Museum (LSTM) and the GNRHS.

**III. CONVENTIONS**

**A. CONVENTION OFFICER**

- 1) The National Convention Officer, hereinafter referred to as NCO, is appointed by the Board. Where a formal NCO has not been appointed by the Board, a member of a Local Planning Committee may be appointed by the Board to perform all the functions of the NCO under this Section. The duties of the NCO include, but are not limited to:
  - (a) Recruits other GNRHS members to assist in planning and carrying out the functions of the Convention Officer. Organizes and works with a Local Planning Committee.
  - (b) Develops a convention plan and budget and coordinates and communicates this plan with the GNRHS Board and the local planning committee. Delegates functions to the local planning committee, or other volunteers as appropriate, but retains overall responsibility for work being done.
  - (c) Other duties and responsibilities as described in this Section X. Conventions.
- 2) The NCO has the discretion to plan and develop a joint convention with other related railroad historical societies when such planning will benefit the GNRHS and its members.
- 3) The NCO may apply for reimbursement of expenses, including travel expenses, related to convention planning as provided in Section V. M. of this Operating Manual. Such expenses should be anticipated in the convention's approved budget if at all practical.

**B. LOCAL PLANNING COMMITTEE**

- 1) A local planning committee is an integral part of the convention planning. A local planning committee must be available to assist the NCO in planning of convention presentations, tours, events, and activities.
- 2) It is preferable that the local planning committee be in the area where the convention is being held; however, a local planning committee may be organized along Lines East or Lines West if a committee cannot be found in the convention area and if that arrangement is deemed workable by the NCO.
- 3) Takes direction from, coordinates with and communicates with the NCO in all matters related to the convention.
- 4) Has no authority to make decisions regarding the convention plan or convention expenditures without the approval of the NCO, or in the absence of the NCO, the Board of Directors of the GNRHS.

#### C. CONVENTION REGISTRAR

- 1) The Convention Registrar is appointed by the Board.
- 2) At the Board's discretion, the NCO and the Convention Registrar may be one (1) person or the duties of each may be assigned to two (2) individuals.
- 3) Prepares the final convention registration form for inclusion in the GOAT; the Convention Registrar will work closely with the NCO to complete such task.
- 4) Maintains the convention database and works with necessary consultants to make modifications to the database as deemed necessary.
- 5) Provides registration budget and expenditure information to the NCO as requested.
- 6) Receives all convention registrations (both mail and website) and enters such data into the Convention database. Sends a letter to any registrant for whom there is a discrepancy in payment (over payment or underpayment).
- 7) Accounts for all convention monies received, deposits monies received into the convention account, and prepares reports for the NCO and the GNRHS Treasurer as determined by those Officers.
- 8) Completes receipts on all convention registrations and sends those receipts to convention registrants. Advises the NCO of refunds due to members.
- 9) Assembles and prepares all registration materials for distribution at the Convention; solicits volunteer help for such distribution at the convention and advises the NCO of said volunteer names and other information that may be requested.

#### D. RAIL FAIR COORDINATOR

- 1) A Rail Fair Coordinator will be recruited by the NCO
- 2) Responsible for assigning vendor tables and for trouble-shooting all Rail Fair activities.
- 3) Solicit member and non-member vendors to participate in the Rail Fair.
- 4) Provides public notice of the GNRHS Rail Fair to local railroad enthusiasts. Any advertising for the Rail Fair will be approved, in advance, by the NCO.

#### E. CONVENTION FUNDS

- 1) The Convention will have a bank account as prescribed in Section V.A.2). The NCO is authorized to pay only convention related expenses from this account.
- 2) The NCO must prepare a detailed proposed budget for the convention and present it to the GNRHS Board at the Annual Meeting one year in advance of the actual convention. The Budget should indicate the proposed registration fee and fees for tours, etc. for the convention. The proposed budget will include, but not be limited to:
  - (a) projection on number of attendees overall and a projection of participants in tour activities.

- (b) meeting space and associated meeting expenses.
  - (c) expenses for individual tours including transportation costs, any entrance fees associated with the tour and meals if indicated.
  - (d) cost for the banquet.
  - (e) expenses for convention apparel, caps, and cups, and associated proposed sale price.
  - (f) expenses for convention registration activities and other administrative expenses.
  - (g) Rail Fair expenses if any; and
  - (h) expenses for Raffle Prizes specifically to be purchased by the organization.
- 3) Neither the NCO nor the local planning committee has authority to commit or spend convention monies until such time as a budget has been approved with the sole exception being the commitment for space and hotel rooms which must have Board approval at the time a contract is signed with the convention venue.
  - 4) The NCO must coordinate with and report to the GNRHS Treasurer regarding all transactions related to and necessary for this account. The NCO will prepare a complete convention accounting for the GNRHS Treasurer including receipts for all expenditure, within 45 days post-convention. An annual budget and annual report to the GNRHS BOARD on convention income/expenses are required.
  - 5) The NCO has discretion to budget for local planning committee expenses and to provide reimbursement for costs incurred by local planning committee members as provided in the convention's approved budget.

#### F. ATTENDANCE POLICY

- 1) The public will not be permitted to attend GNRHS annual conventions except as provided for in the Section.
- 2) Persons eligible to attend annual conventions are:
  - (a) Members of the GNRHS whose membership paid through the convention year.
  - (b) Persons joining the GNRHS at the time of convention registration. Both membership dues and registration/activity fees must be paid.
  - (c) Family members including spouses/significant others, children of the GNRHS member who are under 18 years of age, and grandchildren of the GNRHS member who are under 18 years of age. Any other family members will be considered non-members of the GNRHS and must attend the convention as provided under Section D. 2) (b) and Section D. 2) (d).
  - (d) Personal guests accompanied by a GNRHS Member. These guests must pay all registration and activity fees.
  - (e) Official guests of the GNRHS President, the Board of Directors, or the NCO. These may include authors, guest speakers/presenters or dignitaries, ex-GN employees or current BNSF Railway employees, past and present, or local committee members/volunteers who have made a significant contribution to convention planning. The NCO shall have the discretion to waive the registration fee and/or banquet fees for Official Guests but may waive excursion fees only if the Official Guest is contributing services to that specific excursion. The NCO must submit a list of all Official Guests, in writing, to the Convention Registrar and President one week prior to the convention's start.
- 3) Rail Fair entry only and Non-Member Vendors:
  - (a) Rail Fair Entry will be open to the public.

- (b) The NCO will determine the fee for Rail Fair entry only and the fees for seller' tables for members and non-members. The NCO will consult with the Rail Fair Coordinator in setting such fees.
- (c) The nametags issued to Rail Fair only registrants will reflect this status and will clearly distinguish them from regular convention attendees. These nametags will have to be presented at the door to gain access to the Rail Fair and will not be accepted for entry into any other event or presentation at the convention. The exact means of nametag identification will be determined by the NCO.

#### G. CONVENTION SITES

- 1) Convention sites will alternate between Lines East and Lines West. Lines West conventions will occur in even numbered years; Lines East conventions will occur in odd numbered years.
- 2) Convention site selection will generally occur three (3) years in advance of the actual convention date. Such lead time allows the NCO to explore available convention venues and establish a contract for the convention site.
- 3) The NCO will investigate convention accommodations including, but not limited to, hotel and meeting room accommodations, potential excursions for historical and/or registrant interest, and the presence of local volunteer committee who is interested and willing to participate in convention planning and will prepare a recommendation on sites for GNRHS Board consideration.
- 4) Presence of an interested and active local planning committee must be a factor in the final selection of a convention site by the GNRHS Board.
- 5) Contracts for venues must have the approval of the GNRHS Board.

#### H. CONVENTION SCHEDULING

- 1) Conventions will be scheduled by the GNRHS Board at a time determined by budget and space considerations such as hotel accommodations. Preference will be given to either September or July dates whenever practical.
- 2) Normal convention schedule will commence on a Sunday through Wednesday schedule with the Board Meeting scheduled on Sunday AM, the Railfair on Sunday afternoon, and a closing Wednesday evening banquet.
- 3) At the discretion of the NCO and the Local Planning Committee and with approval of the Board, a Saturday afternoon tour MAY be scheduled depending on local interest.
- 4) Conventions will be scheduled to dovetail with the NPRHA national convention as is practical.

#### I. CONVENTION PLANNING

- 1) The following planning guidelines are for the use of the NCO and the Convention Registrar. This list is not all-inclusive and may be modified by the NCO.
  - (a) In the 18 to 12 months PRIOR the actual convention:
    - The NCO meets with the local planning committee to establish planning parameters and determine responsibility and timelines for all planning activities.
    - Solicitation of possible speakers and outline of potential tours will commence.
    - Preliminary costs for busing, meals, tour costs, banquet, convention apparel and others as determined by the convention plan should be solicited.
  - (b) At the Annual Meeting of the Board in July or September in the YEAR PRIOR to the Convention:
    - A detailed, preliminary budget along with a preliminary timecard showing potential speakers and tours will be presented to the Board for discussion and budget approval.

- (c) October/November prior to convention:
- The NCO will prepare a short "Save the Date" article for the December GOAT. The convention Timecard should be prepared in preliminary format and convention presenters will be solicited and confirmed.
  - The Rail Fair Coordinator will be established by the NCO.
  - Costs for convention registration, tours, banquet, and other expenses should be finalized and income projected.
  - Convention apparel color and applique design and the convention cup for final proofing and final costing are finalized.
- (d) December prior to convention:
- The NCO will send the Registrar the convention registration form for review. The Registrar will review this form and notify the NCO of any questions or necessary changes.
- (e) January:
- A full convention article along with complete registration forms will be prepared for submittal to the GOAT editor by January 15. Information on the Convention will be published in both the March and June GOAT. The NCO will also provide the GNRHS Webmaster and the Convention Registrar with all information regarding the Convention by January 15. The Registrar shall prepare the convention database as necessary to accommodate the convention registration form. The local planning committee and the NCO continue to finalize convention activities in accordance with the planning schedule.
- (f) March:
- The Registrar receives the latest membership roster from the Membership Officer in an Excel format.
- (g) April thru June (for July convention) OR August (for September convention)
- The Registrar enters all registration forms and deposit funds received.
  - The Registrar sends the NCO reports on registration activities as mutually determined by the NCO and the Registrar.
  - The Registrar will solicit volunteers to assist at the Registration Desk at the convention and notify the NCO of the names of these volunteers.
  - The NCO and the local planning committee continue to finalize convention activities based on the planning schedule and mutual responsibilities. Adjustments in planning will be made, as necessary.
- (h) June (for July convention) OR August (for September convention):
- The NCO will have a final pre-convention meet with the local planning committee. Meeting room set-up, registrant lodging, banquet numbers and any other outstanding items are finalized with the venue.
  - An updated projected expenditure, projected income report and convention attendance report is prepared and submitted to the GNRHS Board.
  - The NCO will coordinate with the GNRHS Treasurer to assure that sufficient funds are in the GNRHS Convention account to pay convention expenses. • Timecard and any other convention hand-outs are finalized for printing.
  - The Registrar prepares all convention badges, registration materials, organizes shirt and cup distribution and any other registration activities as requested by the NCO.
- (i) 45 Days Post Convention:

- The NCO provides a full accounting of all convention receipts and expenditures to the GNRHS Treasurer for proper recording on the books of the corporation.

#### **IV. CORPORATION/BYLAWS**

##### **A. NOT-FOR-PROFIT CORPORATION**

- 1) The GNRHS is organized as an Illinois non-profit corporation and has received IRS 501(c)(3) tax-exempt status. It is the intent of the Society to maintain its 501(c)(3) status. The Articles of Incorporation describe the mission of the GNRHS, while the Bylaws cite the specific organizational elements.

##### **B. CORPORATE AGENT**

- 1) The GNRHS Corporate Agent must be a resident of the State of Illinois.

##### **C. ANNUAL STATE OF ILLINOIS FEE**

- 1) The GNRHS Illinois Corporate Agent will forward the annual fee papers to the Treasurer for payment to the State of Illinois and follow up to ensure this is done.

#### **V. FINANCES**

##### **A. BANK ACCOUNTS**

- 1) The Treasurer is authorized to open a business account in the name of the GNRHS at a local bank of his/her choosing. This will be the main repository for GNRHS funds. The Treasurer shall be the holder of record. The Treasurer, Membership Officer and Custodian of Records are authorized signatories. One signature is required.
- 2) The Treasurer is authorized to open a second account at the same bank to be used to pay convention costs and as a repository for convention registration/activity receipts. Further information regarding this account can be found in Section III of this Operating Manual. The Treasurer and Convention Officer are authorized signatories for this account. One signature is required.

##### **B. FIDELITY BROKERAGE ACCOUNT**

- 1) The Treasurer shall be the holder of record for the Fidelity Brokerage Account of the GNRHS. The Treasurer, the Membership Officer and Custodian of Records are authorized signatories for this account. One signature is required. Investment allocations within this account shall be authorized by the Board or the Finance Committee.

##### **C. RESTRICTED FUNDS**

- 1) Restricted fund accounts represent monies designated for a purpose. All other monies are considered Unrestricted Funds, available for general purpose usage by the Society.

##### **D. HERITAGE FUND**

- 1) The Heritage Fund balance is sustained through donations from members and other benefactors. The Heritage Fund purpose and allocation policy is as follows:

###### **INTRODUCTION:**

The GNRHS Heritage Fund was created in 1989 to "Provide a continuing source of funds for GN-related preservation and restoration projects. The GNRHS Board of Directors was empowered to select recipients and determine the amounts of awards. Since 1989, thousands of dollars have been distributed, funding many worthy projects managed not only by nonprofits but by government entities, individuals, and GNRHS internally. The following Heritage Fund Allocation Policy will clarify the Board's process for evaluating projects and distributing funds.

#### ELIGIBILITY:

Projects should be under the financial and operating control of an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue code. Exceptions may be considered for projects demonstrating exceptional need and value, but the Board may require additional due diligence to establish the applicant's reliability, integrity and ability to complete the project.

#### APPLICATION:

The applicant should send a formal Request in writing to the President of the GNRHS. The President will then forward it to the Board for consideration. The Request shall include at least the following information:

- The name, location and mailing address of the applicant organization (or individual), and the name, email and phone number of the person authorized by that organization to request the donation.
- The organization's corporate form and status (state non-profit, 501 (c) (3), government, LLC, etc.), and the State in which it is registered.
- A brief outline of the project for which the donation is requested, and how it will contribute to the preservation of the history of the Great Northern.
- The amount requested, and a description of how the funds will be used. If part of a larger fundraising effort, include an overall project budget and a summary of fundraising goals and progress to date.
- A project timetable including projected start and completion dates.

Normally, the Board of Directors will select donation recipients at the Board Meeting held at the yearly GNRHS convention. Exceptions can be requested for time sensitive projects. A request for such an exception, including its motivation or rationale, should be included with the Formal Request. The normal deadline for consideration is two months prior to the next GNRHS Convention start date. Note the Board may not approve all applicants and may award less than the requested amount.

When a request is awarded, the GNRHS requires the recipient to keep the Society informed about project progress. When possible and practical these progress reports should include photos for use by the GNRHS in its publications.

Above policy does not preclude the Board from donating to deserving projects of its own choice and on its own initiative. As a rule, no more than half of the balance in the Heritage Fund will be allocated.

#### E. HUSCLE MUSCLE MAINTENANCE AND PRESERVATION FUND

- 1) The Hustle Muscle Fund is intended to support future painting and major maintenance of the GN 400 "Hustle Muscle" locomotive. The fund is sustained from individual donations and allocations from the General Fund as approved by the Board. This currently includes a \$1 per member allocation made annually from general funds.

#### F. PUBLISHING RESERVE FUND

- 1) This fund has a balance of \$12,000, set aside to cover emergency publication costs.

#### G. ARCHIVAL FUND

- 1) This fund is intended to support the archival and preservation activities at Jackson Street Roundhouse (St Paul, MN) and Pacific Northwest Railroad Archive (Burien, WA. The fund remains as a repository for any restricted donations.

#### H. SPECIAL FUNDS

- 1) Special Funds will be designated for donations received and specified for uses not covered by other funds.

## I. AUDITS

- 1) A periodic audit of GNRHS financial assets will be conducted and a report of findings submitted to the Board. This report should be ready prior to an annual Board meeting.

## J. APPROVAL LIMITS

- 1) The President is authorized or can grant permission to spend up to \$500 each on routine projects. Any expenditures exceeding this amount must be approved by the Board.
- 2) Directors and Officers (apart from the President) are authorized to spend up to \$200 on routine projects not otherwise budgeted. Any expenditures exceeding this amount must be approved by the Board.

## K. BUDGETS

- 1) Anticipated budgets for each upcoming fiscal year will be submitted for Board approval by (at minimum) the Convention Officer, Managing Editor, Archives Committee, Marketing Officer, Membership Officer, Hustle Muscle Committee and Modeling

## L. REIMBURSEMENTS

- 1) Requests for reimbursement of expenses incurred on behalf of the GNRHS must be accompanied by original receipts. Individuals are encouraged to make and retain copies of such receipts for their personal records.
- 2) Travel expenses must be approved by the Board in advance of the proposed travel.

## **VI. GENERAL POLICIES**

### A. OFFICIAL GNRHS MAILING ADDRESS

- 1) The official mailing address is: GNRHS, 193 E. Pennsylvania Ave., St. Paul, MN 55130-4319.
- 2) A separate USPS mailbox will be maintained at this site for the conduct of Society business.

### B. OUTSIDE ACTIVITIES

- 1) No individual or group of individuals may reach agreements, support, or sponsor events in the name of the GNRHS without approval of the Board.
- 2) The Society will not normally participate in any activity, rail oriented or otherwise, that is not related to the Great Northern Railway, the Burlington Northern, the Burlington Northern Santa Fe or any of the companies which were incorporated into the Burlington Northern at the time of the 1970 merger. Participation in NMRA or other modeling groups is specifically excluded from this limitation. Otherwise, all such intended activities must be approved in advance by the Board. The Board may delegate this authority to the President.

### C. USE OF GNRHS LOGOS/LETTERHEAD

- 1) Only Board members, Officers and committee chairs are authorized to use official GNRHS logos or letterhead.

### D. RELATIONS WITH OTHER HISTORICAL RAIL ORGANIZATIONS

- 1) The President will be the GNRHS liaison and make contact with other railroad historical groups for matters of mutual interest.
- 2) The President will act as the GNRHS liaison with the Minnesota Transportation Museum.

### E. FISCAL YEAR

- 1) The Society will use the calendar year for all financial and GOAT mailing operations. All Memberships of the Society are based on the calendar year.

## **VII. HUSTLE MUSCLE**

### A. OPERATING POLICY

- 1) Currently, Hustle Muscle is under contract to the Lake Superior Transportation Museum for use and display. See contract for details of use and insurance.
- 2) Any other requests for use of Hustle Muscle by a private organization, except as provided in VII.1, will be denied.

## **VIII. INSURANCE**

### **A. GENERAL POLICY**

- 1) The GNRHS shall have a general liability insurance policy. This insurance coverage is currently provided by USI; 6000 Clearwater Dr; Minnetonka MN 55343-9437 Phone: 952945-0200. The policy runs from April to April.
- 2) The Treasurer is the holder of the policy and makes the annual premium payment.

### **B. EQUIPMENT INSURANCE**

- 1) The GNRHS shall insure that the GN 400 "Hustle Muscle" locomotive is properly insured whether being stored or operated, including by third party organizations.

## **IX. MARKETING AND COMPANY STORE**

### **A. PUBLIC SALES**

- 1) The Board has approved the sale of publications and other merchandise to the public for the purpose of helping fund the Society's non-profit objectives.

### **B. STORE POLICIES**

- 1) Product pricing, shipping fees, returns, customer support and other policies shall be set at the discretion of the Marketing Officer.

## **X. MEMBERSHIP**

### **A. MEMBERSHIP YEAR**

- 1) The membership year is the calendar year from January 1 through December 31. Members not renewed by December 31 for the following year will not be considered members of the GNRHS.

### **B. DUES STRUCTURE**

- 1) Membership dues are set by the GNRHS Board of Directors. Dues will be set at an amount to cover anticipated requirements for several years.
- 2) Dues are reviewed annually by the GNRHS Board of Directors and may be adjusted, as necessary. Any due increases will be announced in advance.
- 3) The GNRHS Board may establish a dues structure that allows for discounted membership fees for multiple year renewals.
- 4) All membership fees will be paid in U.S. Currency only. All checks and money orders will be made to the "GNRHS".

### **C. NEW MEMBERS**

- 1) Requests for membership are sent to the Membership Officer, including those made on the GNRHS website.
- 2) The Membership Officer will record the membership application and assign a membership number for the new member. The new member will receive a GNRHS Membership Card, Membership Certificate and a welcome letter from the Membership Officer which explains the membership year and Store Discount.
- 3) A new member joining the Society during a membership year from January through August 31 will be charged a full year's dues and will receive all issues of the GOAT that were

previously published during the calendar year. A new member joining the Society on or after September 1 of a calendar year will have their dues applied to the following year unless they specifically request to have all the current year's GOATs sent to them in which case their dues will be applied to the current calendar year. New members joining after September 1 will receive a complimentary copy of the December GOAT.

- 4) Membership requests that contain less than the full amount required will be returned with the check/money order and any other material received. A resubmission will be requested with the correct amount.
- 5) Members who pay with a check which is subsequently returned for "insufficient funds" will be notified of this situation and invited to reapply for membership with payment of the membership fee + the returned check fee charged to the GNRHS.

#### D. RENEWAL MEMBERS

- 1) Membership renewal forms will normally be sent out with the September and December GOAT.
- 2) Membership will be considered lapsed if renewal payment has not been received by December 31 for the following membership year.
- 3) Members who do not renew their GNRHS Membership by the February 15 March GOAT mailing label print date may be charged for mailing of their missed GOAT(s) at an amount set by the Board.
- 4) Those persons who have allowed their memberships to lapse and then renew their memberships will be considered "renewal" members for membership data collection purposes if they renew within five (5) years after their lapsed date; members who renew more than five (5) years after their lapsed date will be considered "new" members for membership data purposes; All renewal members under this paragraph will retain their previous GNRHS member number.

#### E. FORMER EMPLOYEE GREAT NORTHERN OR BURLINGTON NORTHERN RAILWAY (also referred to as GN/BN Vets)

- 1) This category of membership is open only to former employees of the Great Northern Railway or Burlington Northern Railway. It does not include employees who were hired by or who are employees of the BNSF.
- 2) A discount on regular membership dues, as enacted by the GNRHS Board of Directors, is available to these qualifying members.
- 3) In order to qualify for the GN/BN Retiree "Vet" discounted membership, the member must provide the date (month/year) and location of hire by the GN or BN railway.
- 4) Failure to provide this information disqualifies the member from receiving this discount and the Membership Officer may reject the member's application for "GN/BN Vet" membership status.

#### F. COMPLIMENTARY MEMBERSHIP

- 1) If found to be in the interest of the GNRHS, the Board of Directors may grant a no cost "complimentary membership" to any person or organization with whom the Board wishes to establish a long-term relationship. Dues are waived for a member in complimentary status. A complimentary member does not have voting rights in the organization and cannot be a member of the Board of Directors or an Officer of the Organization. Board approval will include the stated reason for granting complimentary membership and will include the length of time for which the complimentary status will be in effect. Complimentary memberships will be reviewed annually by the Board to determine if changes are necessary.

#### G. LIFE MEMBERSHIP

- 1) The Board of Directors may give a Life Membership to any GNRHS member in current, paid status who, in their opinion, has provided exemplary volunteer service and leadership to the organization as a special recognition after having received multiple awards. Dues are waived for a Life Member. A Life Member is considered a voting member of the organization and is eligible to serve on the Board of Directors and/or as an Officer of the Organization.

#### H. HONORARY MEMBERSHIP

- 1) The Board of Directors may bestow an Honorary Membership to any person who is NOT a member of the GNRHS but who monetarily contributes to the organization in an amount which exceeds \$1000 or who contributes significant artifacts or articles to the Archives. Dues are waived for an honorary member. An Honorary Member does not have voting rights in the organization and cannot be a member of the Board of Directors or an Officer of the Organization. The GNRHS Board will state the reason for conveying such membership and will include the length of time for which the honorary membership will be in effect. Honorary Memberships will be reviewed annually by the Board of Directors to determine if changes are necessary.

#### I. SUSTAINING MEMBERSHIP

- 1) Sustaining membership is bestowed on any active member who contributes an amount more than the annual membership fee to support the ongoing activities of the organization. Sustaining membership is assigned to the Member by the Membership Officer based on the membership fee paid and the sustaining amount received for each renewing year.

#### J. MEMBERSHIP ROSTER

- 1) The Membership Officer will maintain the Membership Roster. This roster will include a profile on each member which includes the member's name, mailing address, telephone number, e-mail address (if available), membership category, membership payment status, and membership paid through date.
- 2) All data in a membership roster is considered PRIVATE data and will not be provided to the public or the general membership. It will not be sold or given to any outside vendor. This roster will not be provided to or sold to commercial firms.
- 3) The Membership Officer may release the first and last name, city, and state of residence of New Members and Sustaining Members to the GOAT Editor for publication pursuant to Section XII, Parts 6) and 7).
- 4) The Membership Roster is for the use of the Membership Officer. Membership data will be provided in an Excel format only to other officers that require this information to carry out their Society responsibilities. Officers may contact the Membership Officer at any time to verify the membership status of a member or a person requesting to access organization resources.
- 5) In the event that a GNRHS member requests contact data on another GNRHS member (i.e. telephone number and/or email address), the Membership Officer will first contact the person whose information is being requested for consent to release that data to the requesting party; no PRIVATE data on members can be released without the member's consent to such release. The Membership Secretary is the only Officer who can release a member's contact data to another member.
- 6) Any release of membership data by an Officer or Director to the general membership, with the exception to the Membership Officer per 4) above, to the public, to a vendor or another organization by an Officer or Director is deemed a violation of these Operating Procedures.

- 7) Annually, the Membership Secretary will report the active membership of the organization to the Membership Recruitment and Retention Officer(s) and the GNRHS Board as of December 31.
- 8) The Board may vote to release Roster Data or an appropriate subset to a non-commercial outside organization, such as a fellow railroad historical society, solely for the purposes of notifying GNRHS members of an event or opportunity the Board deems of interest to members and consistent with the Society's mission.

**K. MEMBERSHIP BROCHURES**

- 1) A supply of membership brochures will be maintained by the Membership Officer and the Recruitment and Retention Officer(s).
- 2) The President and the Board will be notified when the membership brochure supply needs to be replenished.

**XI. OFFICERS**

**A. ARCHIVES OFFICER**

- 1) Monitors the collection, storage, and dissemination of archival materials. He will participate in the scanning of archival materials and will answer requests (a) for information from legitimate researchers.
- 2) Makes, or assists with, periodic reports of archival activities to the membership via the GOAT.
- 3) Submits an annual report of archival activities to the Board.

**B. BNSF LIAISON(s)**

- 1) Interfaces with BNSF to maintain a good relationship with officials of that organization.
- 2) Maintains an active relationship with the BNSF Archives staff
- 3) Coordinates with the BNSF for GNRHS convention related activities.
- 4) Contacts the BNSF for arrangements to move the GN 400 (HUSTLE MUSCLE) outside of LSTM property in Duluth.
- 5) Contacts the BNSF in matters concerning the maintenance of GN 400 (HUSTLE MUSCLE) that is beyond the capabilities of GNRHS personnel.
- 6) Per board action, this position is currently divided into a BNSF Liaison — Motive Power and BNSF Liaison — Archives, covering those respective duties above.

**C. CUSTODIAN OF RECORDS**

- 1) Receives original copies of important corporation document and retains these documents in a secure storage place. This will include the incorporation papers, lease agreements and equipment ownership papers, among other items.

**D. MEMBERSHIP OFFICER**

- 1) Receives and record all new membership applications and all membership renewals; processes change of address for members; responds to all questions from members regarding their membership status.
- 2) Assigns member numbers.
- 3) Sends membership cards, membership certificates, a welcome letter and any "make-up" GOAT issues to all new members; Sends replacement copies for damaged or lost GOAT issues.
- 4) Provides GOAT mailing lists to the GOAT printer on a quarterly basis when requested.
- 5) Deposits all membership monies in an account designated by the GNRHS Treasurer.
- 6) Provide quarterly reports on new and renewal members, membership dues received, and Membership Officer expenses to the GNRHS Treasurer.

- 7) Maintains a current membership roster and only release data on members as provided in Section X. J.
  - 8) Coordinates with the Recruitment Officer(s) related to membership renewal information and questions; serves on the GNRHS Membership Committee.
  - 9) Provides the GOAT Editor with a membership status report and the names of New Members and sustaining Members on a schedule coordinated between the GOAT Editor and the Membership Officer.
  - 10) Prepares annual Membership budget with input from the Recruitment Officer(s)
- E. RECRUITMENT OFFICER(S)
- 1) Establishes a membership recruitment program that actively seeks out new members.
  - 2) Establishes a program to contact members that have not renewed their memberships to encourage them to renew, and to ascertain why they did not renew.
  - 3) Designs membership brochures and ensures that they display current information about the Society; Establishes recruitment displays and other promotional materials.
- F. MARKETING OFFICER
- 1) Oversees all GNRHS product marketing efforts
  - 2) Procures merchandise from vendors and manufacturers for sale by the GNRHS.
  - 3) Submits an annual report to the Board that include sales figures, costs, and inventory for the Company Store.
- G. PNRA BOARD MEMBER
- 1) Is elected by the Board to serve as the GNRHS representative on the PNRA Board.
  - 2) Keeps the GNRHS President and Board apprised of PNRA activities, and especially those that directly affect the Society's involvement with that archival site.
  - 3) Provides input for the archive articles in the GOAT and for the annual archives report.
- H. NATIONAL CONVENTION OFFICER (NCO)
- 1) Organizes and oversees all preparations for the annual GNRHS Convention. See Detailed Responsibilities in Section III. Conventions.
- I. SUPERINTENDENT OF MOTIVE POWER
- 1) Oversees all aspects of the maintenance and operation of GN #400 in coordination with and in consultation with the Lake Superior Transportation Museum,
  - 2) Keeps the Board informed of the status of GN #400 through the designated Board liaison.
- J. WEBMASTER
- 1) Assures the design, development, and ongoing maintenance and operation of the Society's website GNRHS.org.
  - 2) Works with other Officers in the design and development of new data systems to meet the organization's ongoing needs. An Assistant Webmaster may be recruited by the Webmaster to assist the Webmaster in his/her duties and to Handle site updates and/or emergencies in absence of the Webmaster.
- K. COUNSEL
- 1) Provides legal advice and counsel to the Society, working closely with the Board and President to ensure the Society operates within the law, anticipates potential legal problems, and appropriately manages risks.
- L. GOAT MANAGING EDITOR
- 1) Oversees all efforts within the Publications section in assembling the quarterly publications that include the GOAT, Reference Sheets and Modelers' Pages.
  - 2) Coordinates the publications staff to ensure the timely completion of the quarterly publications.
  - 3) Coordinates with the Archives section for any reference materials required for the publication.

## M. ILLINOIS REGISTERED AGENT

- 1) Complies with all duties required by Illinois law,
- 2) Receives the annual statement from the State of Illinois, notifies the President and Board of such receipt, and forwards the statement to the GNRHS Treasurer for timely payment to the State of Illinois. The Agent will verify payment was made to ensure GNRHS corporate status is maintained.

## XII. PUBLICATIONS

### A. GOAT PUBLICATION DATES

- 1) The target GOAT publication dates are March 1, June 1, September 1 , and December 1 .  
Generally, the deadline for material submission is six weeks prior to publication.

### B. GOAT STAFF

#### 1) ASSOCIATE EDITOR

- (a) Assists the Managing Editor, as directed, on all matters pertaining to GNRHS publications.
- (b) Oversees all special publications such as book production and reference sheets that need special attention.

#### 2) REFERENCE SHEET COORDINATOR

- (a) Reviews all submitted Reference Sheets for content, grammar, writing style and accuracy. Recommends changes to the author.

#### 3) PUBLICATIONS AND LAYOUT COORDINATOR

- (a) Organizes the articles and photos in a manner that is consistent with the general GOAT Reference Sheet and Modelers' Pages formats.

#### 4) PHOTO COORDINATOR

- (a) Processes all photos being placed in the quarterly publications. Where photos are not satisfactory for publishing, contacts the author or original photographer to get photos of acceptable quality.

#### 5) MODELING PAGES COORDINATOR

- (a) Prepares the Modelers' Pages each quarter. The Modelers' Pages will contain general modeling information, a listing of new products, a modeling project, layout and favorite model photos and a question-and-answer section.

#### 6) CALENDAR COORDINATOR

- (a) Prepares the Annual GNRHS calendar; assures that information on the Calendar is correct.

### C. GOAT FORMAT

- 1) NAME STYLE: Whenever referred to in the quarterly publications, GOAT will be capitalized. Similarly, in all GOAT text, "Reference Sheets" will be capitalized as shown here.
- 2) GOAT CONTENT: The GOAT will consist of a Wrapper, Reference Sheets and Modelers' Pages, the Calendar (September issue), Renewal Notices (December issue), Convention Materials, Election Ballots (September issue-odd numbered years), and any other items considered appropriate for that specific issue.
- 3) ADVERTISING: What constitutes acceptable advertising from members and non-members to appear in the GOAT will be left to the discretion of the Managing Editor.
- 4) MASTHEAD NAMES: Only the names of elected and appointed officers will appear on the masthead. Names of the Copy Edit Team and the Technical Edit Team may also be listed at the Managing Editor's discretion.
- 5) MEMBERSHIP STATUS: Each issue of the GOAT will contain a membership status report in a format acceptable to the Managing Editor. This will require coordination between the Managing Editor and the Membership Officer or the Recruitment Officer(s).
- 6) NEW MEMBER LISTINGS: The names of new members acquired during each quarter or over the year will be listed in the GOAT either quarterly or annually, at the discretion of the Managing editor, to recognize their membership status. This will require coordination between the Managing Editor and the Membership Officer.
- 7) SUSTAINING MEMBER LISTINGS: A list will be published annually, at the discretion of the Managing Editor, to recognize these members.

### D. REFERENCE SHEETS

- 1) The Reference Sheets will be based on a separate format with each being self-contained, except for those that are based on more than one part.

### E. MODELERS' PAGES

- 1) The Modelers' Pages will be based on a separate format with each being self-contained.

### F. AUTHORS

- 1) Major authors may receive up to six (6) copies of their published work upon their request submitted to the Managing Editor.

### G. ANNUAL CALENDAR

- 1) The annual Society Calendar will be issued with the September GOAT.
- 2) Members may purchase additional copies while supplies last. The price will be determined by the Marketing Officer.
- 3) The historical comments will be retained in the Annual Calendar.

### H. CONVENTION REGISTRATION/ACTIVITIES

- 1) The Convention Registration Form & Activities Program will be included in the March and June GOAT.

### I. EXCHANGE/COMPLIMENTARY COPIES

- 1) The exchange of the GOAT, or delivery without exchange with other similar societies, railroads, museums or commercial firms is often desirable. The Board or Officers may suggest suitable recipients. The exchange or gift will be carried under the Membership title, "COMPLIMENTARY". No Society voting privileges will result.
- 2) A list of complimentary copies will be reviewed from time to time by the Board to determine their continued desirability.

### J. NON-DELIVERY POLICY

- 1) The USPS does not return bulk mailing when the GOAT is undeliverable.
- 2) When a member does not provide a timely change of address that requires a second mailing of the GOAT there may be a fee applied as established by the Board for the remailing of the GOAT.
- 3) Damaged or lost copies will be replaced free of charge.

**K. COMPUTER AND SOFTWARE PURCHASES**

- 1) The Managing Editor will be provided a computer and associated software by the Society to perform his duties. While the computer and software remain the property of the Society, the Managing Editor will be permitted to use the computer for personal items.
- 2) The Editorial Staff will be provided with software that is compatible with other staff members so they may perform specialty functions required to accomplish their duties.

**L. PUBLICATIONS RESERVE ACCOUNT**

- 1) This fund is \$12,000 and is set aside to cover emergency publication cost.

**M. AUTHOR GUIDELINES:**

**Great Northern Railway Historical Society Author Guidelines**

The GNRHS encourages its members, indeed all authors, to contribute to The Goat. Each article of information you provide tells us just a little bit more about the Great Northern. Working together, we can keep its memory alive today and for future generations. If you have knowledge you would like to share, please give us a call. Research is mostly up to the individual, but we have extensive information in our Archives to assist you. In addition, we have editors, photo specialists, proofreaders, and researchers' eager to help.

**Goat Magazine**

Each quarterly issue of The Goat contains a magazine, Reference Sheets and Modelers' Pages. Articles printed in The Goat magazine are usually general human-interest pieces. They may be anecdotes from former employees or just folks with a story to tell. Goat magazine articles usually do not take as much preparation as Reference Sheets. Stories should be submitted to the Managing Editor at [goateditor@gmail.com](mailto:goateditor@gmail.com). The Managing Editor will review your article and help you prepare it for publication. In all cases, decisions of the Managing Editor are final.

**Reference Sheets**

Reference Sheets are usually the result of someone's curiosity or keen interest in a facet of Great Northern history, structures, equipment, right of way, locomotives, etc. They are researched, edited, reviewed and documented.

**Selecting a Topic**

A summary or outline of the subject you intend to research is a good place to begin. A complete list of past Reference Sheets is available at [GNRHS.org](http://GNRHS.org) for your review. Please contact the Reference Sheet Coordinator.

**Text, Pictures, and Diagrams**

Before research and writing begin, text (e.g. MS- Word preferred) and photo (e.g., 300dpi if scanning) guidelines should be discussed with, the Layout Coordinator. As you write, you will then know how to present your Reference Sheet for publication. You can also check in with the Layout Coordinator during the writing process.

## **Research**

There are several resources today that can help you research your topic. A list is available at GNRHS.org (click Research & Archives). The GN corporate records at the Minnesota Historical Society are a key source: [www.mnhs.org](http://www.mnhs.org) and enter Great Northern in the search box. Also try GNRHS Archives online at [www.gn-npjointarchive.org](http://www.gn-npjointarchive.org).

Please feel free to email [archives@gnrhs.org](mailto:archives@gnrhs.org) for further help, or to arrange visits to the Archives two physical locations at St. Paul, MN (Jackson Street Roundhouse) and Burien, WA (Pacific Northwest Railroad Archive). This address is staffed by multiple people. For urgent matters, you may call Don McGlothlin at 406-270-6749 or Bob Kelly at 206-349-3977. We encourage you NOT to limit yourself to online sources. The physical archives at MHS, GNRHS, and PNRA as well as other libraries contain literally millions of documents and tens of thousands of photos, blueprints, maps, etc., only a fraction of which have been scanned.

The author must acknowledge referenced sources (text, photos, charts, maps, etc.) through footnotes and/or a bibliography. If permissions are necessary, GNRHS editors can help you obtain them. Please keep master back-up discs of all text, photos, diagrams, and research information you submit. If an article needs a more formal review, the GNRHS has several knowledgeable members who can help provide feedback.

## **Editing and Proofing**

Editing a Reference Sheet is a partnership between the author, the Reference Sheet Coordinator and subject matter experts. They thoroughly discuss the copy, photos, diagrams, etc. to arrive at a Reference Sheet that is interesting to the membership and fully accurate. In all cases, the decision of our expert editors will be final.

Once the text is approved, copy coordinators will review it for basics: punctuation, spelling, grammar, and readability. Here is also an opportunity for the author and Reference Sheet Coordinator to make final changes.

The Layout Coordinator then formats text, photos, and diagrams for printing. The author also receives a final proof for last minute changes which, we hope, will be minimal. A final proof for spelling, punctuation, etc. is also made by editors. The Reference Sheet is then approved by the Managing Editor for publication.

## **Modelers' Pages**

Each issue of The GOAT contains information for modelers, both new and advanced. Features include information from manufacturers on new models, pictures of favorite models, contest results and answers to modelers' questions. Modelers who wish to contribute to Modelers' Pages are encouraged to contact the Modeling Pages Coordinator.

## **Publishing Rights**

Reference Sheets, Modelers' Pages and GOAT contents are copyrighted by GNRHS. All or parts of these publications may not be reprinted without written permission of the Managing Editor. See <https://copyright.cornell.edu/publicdomain> for a summary of copyright law. Original photos, diagrams, drawings, maps, charts, etc. are returned to the author after publication.

Since the GNRHS is a non-profit volunteer organization, authors and contributors are not compensated for their work.

For the most current information on GOAT staff and contact information for the Managing Editor and Modelers' Pages and Reference Sheet Coordinators., please refer to the inside cover page on your most recent GOAT or go to "[gnrhs.org](http://gnrhs.org)".