



National Model Railroad Association

Australasian Region

EXECUTIVE HANDBOOK

Version 4.5

SEPTEMBER 2017



Region Executive Handbook National Model Railroad Association

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About this Publication

Purpose

The purpose of this publication is to document the Roles, Policies and Procedures of the Australasian Region of the National Model Railroad Association.

Changes to this document will be authorised by the Secretary. This document always remains the property of the AR of the NMRA. Each new release supersedes the previous.

Release History

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	6. Add - D.1.2 Current Sponsored Awards		
10/03/2015	Version 4.2 C.3.2 Regular Events clarified C.3.3 Objectives – deleted C.3.3 Non-Regular Events clarified C.3.4 Gathering of Members – deleted C.4.2 Regional Profit Share for sanctioned events – Amended E.1.4 & 5 Editor of MainLine – modified to reflect electronic publishing on the NMRA (AR) Web site. E.1.11 & 12 Printing and Editorial Policy - modified to reflect electronic publishing on the NMRA (AR) Web site.	Peter Burrows	David O'Hearn
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30/08/2016	Version 4.4 Add Section B.1.2.C Member Privacy	Peter Burrows	David O'Hearn
27/09/2017	Version 4.5 Global replace “Constitution” with “Rules of Association” Amend Section A1 to add definition of Department Manager Amend Section B a) b) c) to add the Public Officer to the authorised officers. Amend Sections B5 h) m) to comply with correct financial terms. Add Sections B5 p) q) re Treasurer's duties re tax reporting. Amend Sections B9, B9 a) b) d) e) to reflect updated reporting document requirements Amend Sections C.7.1, E1.1, E1.5 and	Peter Burrows	David O'Hearn



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	<p>E1.12 to reflect conversion of MainLine magazine to a bi-monthly e-magazine.</p> <p>Amend Appendix F1 Div 2 to include Southern NSW.</p> <p>Add E3.2 j) need for convention managers to separate costs associated with non-members.</p>		
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Australasian Region Executive Handbook

A. Australasian Region Executive Handbook

1. The AR Executive Handbook, hereinafter called the Handbook or EHB, is recognised as an official document of the Australasian Region consisting of the Policies, and Operating Procedures of the Region.
2. The Executive Handbook is the property of the Australasian Region of the National Model Railroad Association and only loaned to the individual having possession of the Handbook.
3. The NMRA Secretary will be responsible for receiving all changes to the EHB, and posting them to the official version. The Secretary will maintain a log of EHB changes for historical purposes. The handbook is to be a “Controlled Document” and hence changes should be recorded in the ARC minutes and then in the master copy of the EHB
4. Communications technology continues to evolve rapidly. The Secretary will take full advantage of the best available technology to make the EHB available to the AR Committee and the Officers of the AR.
5. The Secretary will format the entire EHB to improve readability and search.



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Australasian Region Executive Handbook

A.1. Definitions

Term	Definition
AR	Australasian Region of the NMRA
AR Committee	Australasian Region Committee
ARC	Australasian Region Committee
Department Manager	Publications, Web Master, MainLine Editor, Librarian, Convention Mngr; Advertising Mngr.
Division	A Division of the Australasian Region of the NMRA as approved under the Region Rules of Association
MainLine	The official quarterly publication of the AR
MMR	Master Model Railroader
National	National Model Railroad Association
NMRA	National Model Railroad Association Incorporated
Ordinary Member	A financial member of the association
PLI	Public Liability Insurance
Region	Australasian Region of the NMRA
Regional Advisory Council	National body that represents the Region to the National Board
Region Organisation	A Region Organisation may be a Division, a SIG, or a 100% AR NMRA club and will have been approved by the AR Committee
SIG	Special Interest Group – a group of Region members, and possibly non-members, that are pursuing a railway activity that has been approved by the AR Committee
Visitor	A visitor is any person who attends an NMRA event and is not a member or affiliate member of the NMRA.
100% Club	A 100% membership club operating under the approval of the AR Committee



B. Australasian Region Officers

- a) The authorised officers of the NMRA shall consist of the President, Vice President, Secretary, Treasurer and Public Officer. These officers constitute the executive team of the region.
- b) The President, Vice President, Secretary and Treasurer shall be determined by popular election by the NMRA members. The Public Officer shall be appointed by the authorised officers (except the Public Officer).
- c) The term of office begin on the day of the Annual General Meeting following their election/appointment and continue for duration of two (2) years until the day of the Annual General Meeting following the election of the successors.
- d) All office holders must:
 1. Always act in the best interests of the NMRA and the NMRA Australasian Region (NMRA AR).
 2. Contribute to furthering the objectives of the NMRA AR.
 3. Do all possible to add enjoyment to existing membership of the NMRA AR
 4. Do all possible to encourage new membership of the NMRA AR
 5. Hold a copy of and be familiar with the Rules of Association of the NMRA AR and discharge duties consistent with the aims of the Rules of Association
- e) It is important that each Officer fulfils their elected or appointed duties/role for the success of the organisation. Therefore, it is expected that an officer will attend 75% of the AR Committee meetings. If a member seeking an AR Committee position feel they cannot attend a majority of meetings, then it would be inappropriate to nominate for a position.

The secretary will record and log the attendance history. This attendance history will be available to all members on request.

An officer can request an exemption when there are mitigating circumstances (such as prolonged sickness). Under this exemption, the President may nominate an interim officer for the duration of the exemption.



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Australasian Region Officers
Code of Ethics

B.1. Code of Ethics

The preservation of the highest standards and ethical principles is vital to the successful discharge of the responsibilities of all Officers, Superintendents, Department and Committee Managers within the Region.

B.1.1. Objectives

The objective of this Code of Ethics is to provide guidance to the Officers, Superintendents, Department and Committee Managers in the ethical performance of their duties in addition to any legal requirements. It is also to provide guidance as to the identification of potential conflicts of interest and for addressing such conflicts.

B.1.2. Areas to Review

a) Ethical Conduct

This shall include obedience, diligence, and loyalty.

1. Obedience is the acting within the grant of powers to the Region and to the limitations imposed on those powers, whether by statute, case law, corporate charter or Regulations.
2. Diligence is the standard of care to be exercised by Officers, Superintendents, Department and Committee Managers. The performance of these duties, including duties as a member of any committee, shall be in good faith and in a manner he or she reasonably believes to be in or not opposed to the best interest of the Region. They must be performed with the care an ordinary prudent person in a like position would use under similar circumstances.
3. Loyalty is the obligation imposed on the Officers, Superintendents, Department and Committee Managers that they shall not exploit corporate opportunities or misuse inside information. They must account to the Region for any profits resulting from their fiduciary relationship to the Region. He or she may not obtain a private or secret profit as a result of his or her official position; the Region must have the benefit of any advantage the Officers, Superintendents, Department and Committee Managers acquire.



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b) Conflict of Interest

1. All Committee Members and Department Managers have a duty to be free from any conflicting interest while they represent the Region.
2. All Committee Members and Department Managers are expected to deal with all persons in the best interest of the Region without favour or preference.
3. A conflict of interest arises when a Committee Member and/or Department Manager has a substantial personal interest in a transaction.
4. All Committee Members and Department Managers shall avoid any practices that conflict with the established policies of the Region.
5. No Committee Member or Department Managers shall accept any compensation, gratuity, favour, benefit or gift of any sort in connection with any work for the Region.

The acceptance of promotional travel, lodging, entertainment, or gifts of minimal financial value should be declared to the AR Committee and would not be considered as a violation of this code.

6. All Committee Members and Department Managers shall diligently avoid all appearances of impropriety and apparent conflicts of interest.
7. A Committee Member or Department Manager can contract with, or perform business with the Region provided that such transactions are performed after a “full and fair” disclosure of all competing bids for services or products.
8. If a situation arises not expressly addressed by the spirit and intent of these provisions, but which may be reasonably construed as creating a conflict of interest, the facts and circumstances should be fully disclosed and submitted in writing to the President and Secretary of the Region.
9. All Committee Members and Department Managers shall complete a disclosure statement and provide to the AR Committee upon appointment or election to office. The Secretary shall prepare a list



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of persons whose Disclosure Reports have not been received and present to the AR Committee.


c) Member Privacy

Background - In today's electronic age of high speed internet, mass storage and ready access to personal information, it is important that we are all mindful of the risks that exist when a member's personal information is made available to us (e.g. identity theft).

Membership lists are sent by the Membership Officer to the President, Divisional Superintendents and Committee members who require them for the purpose of communication, hard copy distribution, the gathering of statistics and maintaining the currency of the database.

It is therefore appropriate that we have a manageable policy regarding the storage and availability of member's private information which can change from time to time.


1. All members who have access to member's details must ensure that no member's details are made available to any other person or organisation without the prior authorisation of the member.
2. Past ARC members holding any edition of our Regional Member database should delete it from their electronic storage and securely destroy any printed copies.

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B.2. President

The duties of the President shall be, without limitation:


- a) To always act in the best interests of the NMRA Australasian Region.
- b) To act as the “Chief Executive Officer” of the NMRA AR.
- c) To further the objectives of the NMRA AR.
- d) To regularly attend and chair meetings of the AR Committee. (ARC).
- e) To raise the profile of the NMRA AR.
- f) With assistance of the Vice-President, to raise and prepare reports for inclusion in the AR quarterly magazine, *MainLine*, website and for submission to the Annual General Meeting.
- g) Shall hold a copy of the current NMRA AR rules of association, read it, understand it within reason and be prepared to carry out the responsibilities pertinent to the appointed position.
- h) Maintain a strong and cohesive executive team.
- i) Keep all AR members informed of NMRA business that may affect them, either through the *MainLine*, the Region website, email distribution, the Divisional Superintendents or other means.
- j) Keep the National President and National Board of Directors informed of Region issues and operation by liaising with the Region Advisory Council.
- k) Be a signatory on NMRA AR bank accounts.
- l) To regularly attend as many AR Division meetings as possible.

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B.2.1. Actions required by a newly elected President

These tasks should be undertaken as soon after a newly elected President takes office:

1. Have a meeting with the immediate past president and officers to be briefed on recent activities.
2. Contact all new AR Committee members and confirm the date of the next ARC meeting.
3. Ensure that the AGM minutes are approved at the next ARC meeting.
4. Contact by email the following NMRA National Officials and provide them contact details of the new committee members:
 - National President
 - National Secretary
 - Communications Director
 - Regional Advisory Committee (RAC) Director
 - The names of these officials will be included in the NMRA Magazine and on the National website.
5. Arrange to change the signatories to the new committee members for all AR bank accounts and credit cards.
6. Speak to the editor of Mainline to ensure that all committee changes are reflected in the magazine. Understand the magazine deadlines for the preparation of the President's Report
7. Ensure that the ARC and ARCMR email lists are updated
8. Speak with the AR Web master to ensure that all committee changes are reflected on the AR web site.

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B.3. Vice President

The duties of the Vice-President shall be, without limitation:


- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties assigned to him by the President.
- f) To chair meetings of the NMRA AR Committee in the absence of the President or at the President's request.
- g) Shall hold a copy of the current NMRA AR Rules of Association, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position:
- h) Be a signatory on NMRA AR bank accounts.
- i) To regularly attend as many AR Division meetings as possible.

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B.4. Secretary

The duties of the Secretary shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the AR Committee.
- e) To set meeting dates for the NMRA AR committee and to ensure that all meetings, notices and other acts and things required by the Rules of Association of the NMRA AR are completed (with the assistance of the Public Officer where appropriate).
- f) To maintain all minutes, attendance register, records and correspondence as may be required by the AR Committee for the proper conduct of the affairs of the NMRA AR and to distribute those minutes in a timely manner.
- g) Shall hold a copy of the current NMRA AR Rules of Association, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- h) Prepare documents related to any ballots associated with the NMRA AR, to be held every two years on the even years (eg 2010, 2012 etc) specifically the Australasian Region Committee elections. These documents shall include forms for nomination, ballot and voting collation for use by the returning officer. Typical forms and letters are located in the appendix of this document.
- i) Organise advertising of any EGM (Extra Ordinary General Meetings) if so required by the Australasian Region Committee.
- j) Be a signatory on NMRA AR bank accounts if so requested.
- k) Maintain an annual and monthly action list.
- l) Maintain a calendar of AR annual events requiring ARC action.
- m) Keep a register of 'sanctioned' events and activities within the Region.
- n) Keep a register of all 100% clubs, when the renewal is due, and advise and collect the appropriate fee (with the assistance of the Membership Officer and/or Treasurer where appropriate).
- o) .Maintain the master copy of the AR Executive Handbook, and distribute as required.

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p) To regularly attend as many AR Division meetings as possible.

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B.5. Treasurer


The duties of the Treasurer shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To take responsibility for the receipt and prompt deposit of all moneys and income due to the NMRA AR.
- f) To be responsible for the payment of all valid expenses as approved for payment by the AR Committee.
- g) To keep records of receipts, deposits and payments.
- h) Prepare the monthly and annual Treasurer's Reports and comply with all financial requirements of the NSW Associations Incorporated Act 2009 and NSW Associations Incorporation Regulations 2016.
- i) Reconcile financial reports from the Association's bank and investment institutions.
- j) In consultation with the other members of the AR Committee, prepare a budget for approval by the NMRA AR Committee for each new financial year for ratification at the first meeting of the NMRA AR Committees in the new financial year.
- k) To ensure that the accounts of NMRA AR are annually submitted for independent auditing.
- l) Shall hold a copy of the current NMRA AR Rules of Association, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- m) Maintain a register of signatories to all NMRA Inc. Bank accounts. Ensure that only current AR Committee members are signatories.
- n) Be a signatory on NMRA AR bank accounts.
- o) To regularly attend as many AR Division meetings as possible.
- p) Ensure NMRA (AR) Inc. financial records are kept for a period not less than 5 years, comply with Australian Taxation Office

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record keeping requirements and clearly identify assessable income and deductible expenses.

- q) When taxable/net income for the financial year exceeds the Australian Taxation office threshold, prepare the NMRA Inc. taxation return for clearance by the President and the Public Officer before signature and lodgement by the Public Officer.

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B.6. Pacific District Director

The duties of the Pacific District Director (PDD) shall be, without limitation:


- a) To always act in the best interests of the NMRA as an international body.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties requested by the AR President.
- f) To carry out the duties expected of the PDD on a National basis as outlined in the Director Duties document issued by National Board. They are:
 1. Developing policies for the benefit of all NMRA members.
 2. Maintaining liaison between the Regions and the NMRA through the use of the Regional Advisory Council.
 3. Keeping the NMRA informed of Region issues and desires.
 4. Transmitting to the NMRA such recommendations as are made by Region members.
 5. Performing such duties as required under the laws of the State of Ohio and as fiduciarily required under the Internal Revenue Code for a non-profit corporation under Section 501(c)(3) of said code.
- g) Shall hold a copy of the current NMRA AR Rules of Association, the NMRA Regulations, and the NMRA Executive Handbook, read them, understand them and, within reason, be prepared to carry out the responsibilities pertinent to the appointed position.
- h) To be aware of and advise the AR President and the AR Committee of any conflict of interest between the Director's National and Region responsibilities as soon as any conflict arises.
- i) To regularly attend as many AR Division meetings as possible.

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B.7. Ordinary Committee Members

The duties of each Ordinary Member shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties requested by the AR President.
- f) Shall hold a copy of the current NMRA AR Rules of Association, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- g) Shall regularly attend their local division's monthly meetings.

	<p style="text-align: center;">AR Executive Handbook National Model Railroad Association</p>
	<p style="text-align: center;">Australasian Region Officers Divisional Superintendents</p>


B.8. Divisional Superintendents

The duties of each Division Superintendent shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the AR President to further the objectives of the NMRA AR, specifically within their Division.
- c) To assist the AR President to raise the profile of the NMRA and the NMRA AR, specifically within their Division.
- d) To attend meetings of the NMRA AR Committees where possible. This is not mandatory due to the vast geographic nature of the AR.
- e) To perform any duties assigned by the AR President.
- f) To organise (or to delegate the responsibility to organise) regular Division meetings.

This includes:

- Scheduling the location and dates of the Division meetings,
 - Advising the *MainLine* editor and the AR Webmaster in advance of the meeting schedule for publication in *MainLine* and on the AR Website,
 - Coordinating with the host at least 2 weeks prior to the meeting to provide any assistance in meeting setup, and
 - Report to the members any feedback from the Region and National organisation.
- g) To provide (or to delegate the responsibility to provide) reports of the Division meetings to the editor of *MainLine* and Webmaster for inclusion.
 - h) To maintain a register of meeting attendees. This is mandatory in order that our obligation regarding Public Liability Insurance is covered.
 - i) To maintain (or to delegate the responsibility to maintain) a financial record of income and expenses incurred in conducting any Divisional activities (such as meetings, reports, mail outs, and so on). Where activities in a Division are such that there is no requirement to collect and manage funds, dispensation from this requirement can be requested from the AR Committee.

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B.9. Public Officer

The Public Officer is the official contact point between the association and the NSW Department of Fair Trading and Australian Tax Office. An incorporated association, such as the NMRA, is required to have a public officer who has attained the age of 18 years and is a resident of New South Wales.

The position of public officer must not remain vacant for more than 14 days. Within 14 days of a vacancy occurring, the committee must notify the Registry of Co-operatives & Associations of the vacancy and appoint a new public officer.

Under the Associations legislation and regulations, the public officer has the following obligations and duties are:

- a) The public officer must lodge a *Form A12-T2* (small) – annual summary of financial affairs – Tier 2 (with the prescribed fee) within one month after the date of each annual general meeting of the association. The statement is a summary of the year's financial transactions. A penalty may be imposed on the public officer for failure to lodge the form in the required time. If the public officer is not able to lodge the annual statement in time, a *Form A11* Application for extension of time for holding Annual general Meeting or lodging annual summary of financial affairs (with the prescribed fee) setting out the reasons for the delay should be lodged before the due date.
- b) A new public officer must lodge a *Form A9* – Notice of appointment of Public Officer and notice of change of Association address notifying of their appointment, within 28 days of the appointment. Where the public officer changes their address, the public officer must give the Registry notice within 28 days by lodging a *Form 9 - Notice of Vacancy/Appointment/Change of Address of Public Officer*.
- c) The register of committee members of the association is to be kept at the residential address of the public officer and must be made available for inspection by any person, free of charge, at all reasonable hours. Where an incorporated association has ceased to exist, the last public officer must keep the register for a period of at least 2 years after the date on which the association ceased to exist.
- d) The public officer must apply to the Commissioner for approval of a change of name within 28 days after passing a special resolution to change the association's name. A *Form A7* – application to register change of name must be lodged together with the prescribed fee.



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Public Officer

- e) After the passing of a special resolution altering the statement of objects or rules of an incorporated association, the public officer must lodge a *Form A6* - application to register a change of objects or constitution (with the prescribed fee) setting out the particulars of the alteration within 28 days. A penalty may be imposed on the public officer for failure to lodge the form in the required time.
- f) The public officer has an obligation to bring all documents addressed to the association to the attention of the committee, as soon as practicable. This obligation continues for a period of 12 months after a person has ceased to be the public officer.

Upon vacating the position, the public officer should pass on all information held on behalf of the association to their successor.

Note that current versions of the forms listed above can be obtained from the NSW Department of Fair Trading's website:

<http://www.fairtrading.nsw.gov.au/business/associations.html>



C. AR Policies

C.1. *Fiscal Policy*

C.1.1. Objectives and Strategy

The objective of this policy is to ensure that the Australasian Region remains financially viable in a manner consistent with best practice accounting procedures and the laws of New South Wales.

The fiscal strategy is to establish annual budgets where agreed expenditure is appropriate to agreed revenue, then to manage expenditure in a highly visible way.

C.1.2. Accounting Periods

The NMRA AR financial year starts on 1st January and finishes on 31st December and is divided into 12 accounting periods corresponding to the calendar months. An accounting period is closed when the Treasurer completes the financial statement for the accounting period, generally within a week of the end of the calendar month.

C.1.3. Budget

The budget for a new financial year should be prepared for ratification at the first meeting of the NMRA AR Committees in the new financial year.

C.1.4. Revenue

Revenue is to be optimised from available sources and activities but is not necessarily to be the primary purpose of an activity. For example, whilst a financial surplus is a desirable outcome of a convention, members' enjoyment of the convention is to be the primary objective.

Where possible, revenue must be accounted for in the financial period in which it occurs.

C.1.5. Expenditure

All expenditure must be approved by the NMRA AR Committees and the approval recorded in the minutes of the meeting at which it was approved. Ad hoc expenditure, eg, emergency purchases to correct a situation at an



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exhibition, should be discussed with and agreed by a member of the NMRA AR Committee.

All expenditure must be supported by receipts.

Where possible, all expenditure must be accounted for in the financial month in which it was incurred. To this end, persons incurring expenditure and wishing to claim must advise the Treasurer of the expenditure before the close off of the relevant accounting period.

C.1.6. Cash

The handling of cash must be highly visible.

Cash collected at any event must be check-counted by another NMRA member before being secured for banking by the appropriate person.

SIGs and Divisions need not formally account for amounts of \$50 or less, however, the principles of high visibility should be observed

C.1.7. Member Classes and Annual Fees Structure

Annual dues are structured as follows and will be revised from time to time by the ARC.

Member classes

- Member (payable by any person 18 years and older and includes their spouse/partner as an Associate Member)
- Family Member (payable for any family or sponsored minor)
- Life Member – no fee except for printed/posted magazine subscriptions.

As per clause 2.6.3 of the Rules of Association, members may elect to pay additional fees for the following publications:

- Optional subscription to the printed and posted NMRA magazine (the Associations monthly magazine)



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C.2. ARC Whole of Region Meeting

The AR may hold a “whole of region” business meeting to discuss Region matters. These guidelines should be applied when considering such a meeting.

C.2.1. Fiscal Guidelines

1. Meetings to be held in a location nearest to the majority of participants to minimise travel and accommodation costs.
2. Meeting to be held on a date to coincide with Regional Convention or other Model Railway attraction.
3. Encourage participants from remote Divisions to arrange their travel to coincide with travel for private purposes.
4. Encourage use of Frequent Flyer Points.
5. Encourage use of a “budget” airline rather than more expensive airlines.
6. Nearer to the date of the meeting the ARC to discuss and suggest accommodation for participants taking into account the meeting venue and transport arrangements.
7. Billeting of participants requiring accommodation to be considered where possible.
8. Utilise private vehicles of “local” participants for transport of participants from remote divisions.



C.3. Region Sanctioned Events Policy

C.3.1. Objectives

This policy describes what an AR sanctioned event is, and how the event becomes sanctioned.

C.3.2. Regular Events

Regular events do not require a sanction by the ARC and are defined as Regional conventions and regular meetings held by the Region, Divisions, SIGs and 100% clubs anywhere in Australia. These events are automatically covered for PLI.

C.3.3. Non Regular Events

Non regular events are defined as fund raisers and local train shows/conventions organised by a Division, SIG or 100% club or participation in train shows/conventions (organised by others) and charity fund raisers. Those events wishing to be covered by the NMRA (AR) Public Liability Insurance (PLI) must be sanctioned by the ARC.

The organising committee of the event must receive approval from the AR Committee (ARC) before the event commences. This approval is received by notifying the Secretary of the AR Committee in writing of the event with general information about the event using the approved Sanction form (see section C.4.3).

Normally the secretary will approve the sanction and notify the applicant. Only unusual requests will be presented to the (ARC) for consideration.



C.4. Region Events Financial Policy

C.4.1. Objectives

To describe the financial arrangements for all Australasian Region sanctioned events between the AR and the event organising committee.

C.4.2. Policy

The following conditions apply to this Policy which covers all sanctioned events receiving PLI cover:

- a) If the event is conducted on behalf of the Region, then net revenue is shared as follows 75% to the Region and 25% to the Division or organising body. All risk and expenses are a Region responsibility.
Example: The AR Convention can be run in any location within the Region. As a Region event, the net revenue (i.e. income less expenses), is divided 75% to the Region and 25% to the Division or organising body.
- b) If an AR Committee sanctioned event is conducted by a Division, SIG or 100% Club to raise funds for that entity, **and** the Region **does not** underwrite the event to guarantee any operating losses, then the surplus revenue belongs to the entity.
- c) If the event is not sanctioned by the AR Committee, then the AR Committee does not expect any revenue and will not be providing Public Liability Insurance coverage.
- d) If the event is to raise funds for an external body, the AR Committee will consider providing the insurance cover by sanctioning the event.

Example: A 100% club runs an open house with all proceeds going to a local charity.

C.4.3. Sanctioning a Region Event

To be a sanctioned event, the organisers of the event must make application on the approve form to the Secretary of the Australasian Region. The form is available for downloading from the Region website.



C.5. Region Visitor Policy

C.5.1. Objectives

To describes the Australasian Region Policy for visitors. All entities within the Region must actively invite and welcome all visitors. It is important to allow prospective members to attend/visit to assess what we have to offer. Visitors are an important part of growing our Region and the NMRA.

However, the Public Liability Insurance Policy only provides coverage to the Region for “Bona fide” visitors. For these reasons, it is important to define this policy.

C.5.2. Policy

This policy describes the management of visitors attending any NMRA sanctioned event:

- e) Each NMRA entity (Region, Division, 100% Club, SIG) should maintain a Visitor’s Book.
- f) All visitors must sign the Visitor’s Book, and be signed in by an NMRA member. The entry should also include the visitor’s name, address, date of visit, and the NMRA member’s name.
- g) A Visitor may not attend more than three NMRA events.
- h) Each visitor should be provided with a distinctive visitor badge, formally welcomed and introduced at the formal part of the event. If there is no formal meeting, the member who signed in the visitor should introduce the visitor.

C.6. Harassment, Discrimination and Bullying Policy

C.6.1. Objectives

The Australasian Region of the NMRA will not tolerate any form of harassment, discrimination or bullying of any member or visitor at any venue from which our programs are being delivered. Further, we believe that all members and visitors, at any venue where an officially sanctioned NMRA AR event is conducted, must be treated with respect and dignity, and that we will be inclusive of all people regardless of who they are.



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Any member found to have acted contrary to this policy may be required to undertake counselling or may have their membership terminated.

C.6.2. Policy

Bullying, harassment or any form of discrimination, is immoral and can be unlawful because it interferes with the right of a person to feel safe and valued as a member of our community, and in particular, our association.

Members of the Australasian Region of the NMRA must not engage in harassing, discriminatory or bullying behaviour towards any other member, or visitor, with whom they have contact at any Associations sanctioned event.

AR does not tolerate such behaviour and may take disciplinary action up to and including termination of membership. Such behaviour may include when a member:

- Participates in harassing, discriminatory or bullying behaviour; or
- Victimises or retaliates against an employee who has lodged a complaint about harassment, discrimination or bullying.

Therefore, all members, and visitors, must:

- Treat others in a friendly, courteous, respectful and fair way;
- Treat harassment, discrimination and bullying matters seriously, and deal with them in a prompt, confidential and fair manner; and
- Report any incidents to an appropriate person. This should be someone on the Australian Region Committee. Each person on the Committee will have the responsibility to initiate resolution of such a complaint.

This policy does not cover:

- Interpersonal conflicts,
- Differences of opinion, or
- Disagreement with decisions made by others.

C.6.3. Investigation and Resolution

Any member of the ARC can accept a report of an incident under this policy. That member of the ARC **must** initiate an investigation of the incident.



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The investigation and resolution will be conducted under the rules as outlined in the *Australasian Region Rules of Association*, in particular, the following sections:

- 2.7: Liabilities of Members
- 2.8: Resolution of Internal Disputes
- 2.9: Disciplining of Members

The *Australasian Region Rules of Association* have been lodged with, and approved by, the NSW Governments Department of Fair Trading.

The resolution of the investigation may contain recommendations to:

1. Conduct formal counselling of the individual(s)
2. Terminate the membership of a member(s)

C.6.4. Termination of Membership

If the dispute process determines that the offending member(s) should be terminated from the association, the individual's membership will be terminated immediately. This will require:

1. A pro rata refund of any paid membership fees, and
2. Advice to NMRA National Headquarters and they will immediately terminate the member in the National Database.

It is important to understand that the individual is a member of the National Model Railroad Association, headquartered in the United States. They are a member of the Australasian Region only by their home address. Further, the master database of all members (including all AR members) is owned and managed by NMRA National Headquarters.

NMRA National will accepted ARs decision on any disciplinary action of a member, provided that the formal investigation process has been undertaken. Additionally, with a formal process completed, no appeal to the US will be allowed.

C.7. Notification and Voting

This policy is to ensure that all members no matter where they live within the Australasian Region (AR) have an equal opportunity to attend AGMs, Special Meetings and vote in any election or motion put before the membership of the AR.



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C.7.1. Notification

Members will be notified within the times laid out in the Rules of Association. The media used for notification (which will include voting forms) will be:

- a. The MainLine bi-monthly magazine available on the Region's web site
- b. Email broadcast to all members and
- c. Postal notification to those members without internet access.

This method will also be used for calls for nominations and other such notifications such as AGMs and/or special meetings.

C.7.2. Returning Votes

Financial members may return their completed voting forms via the following media:

- a. Email using scanned forms or
- b. Post using original completed forms

All returned voting forms must be signed by the member and have their name and membership number clearly printed. The same methods may be used to return nomination forms and the like.

D. Working with Children Policy

This policy is to ensure that the NMRA meets its obligation under Australian law for ensuring the safety and protection of all children that attend an NMRA event.

All children under the age of 18 must be accompanied by a parent or legal guardian at all NMRA events.



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AR Departments

E. AR Departments

This section describes the departments of the Australasian Region of the NMRA.

The AR President will, often in consultation with the AR Committee, appoint the manager of the department.

All appointments will be made or reconfirmed by the President after each election of the President.



E.1. Publications Department Policy

E.1.1. Objectives

The objective of the Publications Department is to convey Region and National news, reports, notices and schedules to members and to provide rail hobby related articles for members' enjoyment.

The primary vehicles for distribution of this information are:

1. *MainLine* – the Region's bi-monthly e-Magazine
2. AR Website

E.1.2. Publisher

The Australasian Region Committee is the publisher of the *MainLine* and the AR Website.

E.1.3. Duties of the Publisher

The duties of the Publisher shall be, without limitation:

- a) Establishing the policy for the distribution of any Region news and information.
- b) Responsibility for the content being fit for purpose.
- c) Responsibility for the timely distribution of news, information and reports.
- d) The appointment of the **Editor** for a re-newable period of two years, coinciding with the Regional elections.
- e) The appointment of a **Webmaster** for a re-newable period of two years, coinciding with the Regional elections.
- f) The appointment of an **Advertising Manager** for a re-new able period of two years, coinciding with the Regional elections.
- g) The appointment of a **Printer** for the publication of any printed publications.
- h) Providing the financial and resource backing required by the editor and webmaster for publication.
- i) Appointment of an AR Committee liaison to represent the AR Committee to the editor and Webmaster for the purposes of NMRA news, notices, content review, website management, publishing and printing problems, and so on.



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Publication Department

E.1.4. Editor

The editor will be a member who is familiar with desktop applications, has a good command of written English, has a communications and administrative flair and who is keen and interested in the job.

- a) The position of editor of the NMRA AR magazine *MainLine* is an appointment of the members of Australasian Region Committee (ARC)
- b) The appointed editor is required to give suitable notice of resignation so that a new appointee can be found and placed in the position such that a seamless continuation of the publication occurs.
- c) The ARC may dismiss the editor without notice under certain circumstances such as inappropriate content or irregularity of publication but suitable written warning shall be given in the first instance.
- d) There is no set standard software recommended. However, the NMRA AR will not be liable to provide such software or other computer equipment required for the publication of the magazine.
- e) A candidate may be required to produce a base magazine for acceptance by the ARC before an appointment is confirmed.

E.1.5. Duties of the Editor

The duties of the Editor shall be, without limitation:

- a) Producing the Region's bi-monthly e-Magazine – *MainLine*. See the *MainLine* Editorial policy for the details of the magazine.
- b) Solicit articles from members to provide a balanced magazine for all members.
- c) Make sure that copyright issues are covered for any previously published documents and photographs. (ie where the published article is not the work of the contributing member)
- d) Apply editorial licence to submitted articles including editing text for correct grammar and spelling.
- e) Remove any inclusion likely to cause embarrassment to any member or the NMRA, or liable action against the NMRA.
- f) If any article changes its intended meaning as a result of forced editing then the AR President and / or the Vice President should be consulted if meaningful discussion fails with the supplier of the article.



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- g) The editor is not obliged to accept an article if he/she feels that the article is not considered appropriate for publication.
- h) Arrange the layout of each issue and produce the proof.
- i) Plan for the size of each issue.
- j) Prepare the final copy for distribution (either for print and/or web).
- k) Monitor the expense versus revenue.
- l) Manage the expenses and accounting to the Treasurer in an accurate and timely way.
- m) Report of financial, content and/or timeframe problems to the AR Committee as soon as becoming aware of them.
- n) Advise a close-off date for the receipt of any material for the *MainLine*. Each member / official that is required to present a report must be notified at least two weeks before the close off date.
- o) The editor has the right to reject any material not received in time. As such, it is recommended that the editor hold a “stack” of articles for emergency inclusion.



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E.1.6. Webmaster

The Webmaster will be a member who has website application and management skills. They must also have a good command of written English, a communications and administrative flair and who is keen and interested in the job.

They must also understand the developments, security, and directions of website design and development.

E.1.7. Duties of the Webmaster

The duties of the Webmaster shall be, without limitation:

- a) Provide a fast, easy to use, intuitive website design.
- b) Monitor the usage and access to the website.
- c) Promptly add information to the site as directed by the President or the AR Committee.
- d) Provide an email service to members of important information on an as required basis.
- e) Monitoring of expenses versus revenue and account to the Treasurer in an accurate and timely way.
- f) Reporting of financial, content and/or timeframe problems to the AR Committee as soon as becoming aware of them.



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E.1.8. Advertising Manager

The Advertising Manager will be responsible for setting the policy and advertising rates for all advertising of the AR for all publications and the AR Website. They will need a marketing flair as they build and manage the clients that advertise with the NMRA AR.

E.1.9. Duties of the Advertising Manager


The duties of the Advertising Manager shall be, without limitation:

- a) Prepare and present an advertising policy to the AR Committee.
- b) Prepare and present the advertising rates to the AR Committee.
- c) Solicit advertising from appropriate organisations and businesses AR wide.
- d) Prepare and invoice for all advertising.
- e) Follow up any late payments.
- f) Manage revenue and account to the Treasurer in an accurate and timely way.
- g) Maintain on-going good relations with advertisers.

E.1.10. Advertising Policy / Disclaimer

The NMRA AR policy for advertising includes:

- a) All NMRA AR publications (including the website) that contain advertising must contain the following disclaimer *“Advertising is accepted in good faith from retailer/advertiser. The NMRA cannot be held responsible for inaccuracies or misleading information in supplied advertising material”*.

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E.1.11. Printer

The AR Committee, as publisher, will review and select a resource for printing the small number of MainLine copies needed for those members who do not have access to the Region's web site. The resource used will be reviewed on an ongoing basis to ensure that their costs and services are appropriate for needs of the Region.

E.1.12. MainLine Editorial Policy

- a) The *MainLine* will be produced such that distribution occurs bi-monthly by posting on the Regions web site every January, March, May, July, September and November.
- b) The content of the magazine should be related to model railroading, prototype railroading of all countries, affairs of the NMRA and reports from divisions within the AR.
- c) The number of pages in each issue should be such that the content of the magazine supports quality not quantity but should fall within the range 20 to 40 pages.
- d) Advertising is permitted and encouraged but is the responsibility of the Advertising Manager to solicit and approve. The Advertising Manager is to communicate regularly with the Editor regarding the advertising content.
- e) The magazine is to be created electronically and released in PDF format for the web publisher. Resolution should be a fixed 72dpi for the web.

E.1.13. MainLine Advertising Policy

When setting the fee charged for advertising, it should be at least double the cost of providing the space.

MainLine advertisers will have a reciprocal link to the advertiser's website.

Website advertisers will be provided with a small ("credit card size") advertisement in *MainLine*.

E.1.14. Standard NMRA AR Disclaimer

The following disclaimer should be included on all AR publications and the website.

Any comments made and any photographs are included in the magazine in the understanding that the author has obtained any necessary permission regarding copyright.




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All comments made in this magazine are the comments of the author and not the views of the NMRA AR.

Articles are provided by members for publication in good faith and the views expressed therein are not necessarily those of the NMRA AR”

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E.2. Library Policy

E.2.1. Objectives

The objective of the AR Library is to provide a means for disseminating of knowledge to our Members. The knowledge being shared relates to model and prototype railroad issues. The Library is a repository of videos, DVDs and written material on railroads which is available to Members.

E.2.2. Duties of the Librarian

The duties of the Librarian shall be, without limitation:

- a) Secure storage of all master copies of each DVD and video in the library.
- b) Arranging for the copying of all masters. Only the copies to be used for lending.
- c) Storage of the materials of the Library in a safe location (generally at the Librarian's home).
- d) Maintenance of a catalogue of the contents of the Library.
- e) Prepare an asset register of all material in the library and present to the Treasurer on a yearly basis.
- f) Circulation of a selection of DVDs to all Divisions of the Region.
- g) Preparing and presenting a budget to the AR Committee for the running of the library. The budget will also include the purchase of new material for the library.
- h) Investigation of new items (usually DVDs) available in the marketplace and recommendation of any purchases.
- i) Provide a lending (and collection) facility at their local Division meeting.
- j) To collect useful printed material, particularly relating to improvement of modelling skills, and to circulate to all Divisions, on an as requested basis.
- k) Monitoring of expenses versus revenue and account to the Treasurer in an accurate and timely way.



E.3. Conventions Department Policy

E.3.1. Objectives

The objective of the Convention Department is to plan for future conventions and provide continuity between all Region conventions.

E.3.2. Duties of the Convention Coordinator

The duties of the Convention Coordinator shall be, without limitation:

- a) Seek and encourage interest to hold the Region Convention.
- b) Wherever possible, encourage all Divisions to host a convention.
- c) Prepare for conventions at least 3 years out.
- d) Assist with identifying and support any host convention chairperson and committee.
- e) Act, whenever required, as conduit between the convention committee and the AR Committee.
- f) Keep the AR Committee informed of all future convention needs.
- g) Maintain and distribute the Convention Handbook – The handbook is a collection of helpful thoughts and ideas to aid a new convention committee in conducting their convention.
- h) Maintain and distribute the Convention Checklist – a spreadsheet with suggested tasks for conducting a convention.
- i) Maintain and distribute a set of pro forma documents that have been used in prior conventions to assist the new committee.
- j) Ensure appropriate financial records are maintained to discriminate between income and costs attributable to members verses non-members for tax purposes.



E.4. Special Interest Groups (SIG) Policy

This section defines the policies of the NMRA AR Special Interest Group (SIG) Program and provides guidelines to assist interested groups in creating or managing a SIG. The policies defined here are intended to clarify the goals of the NMRA SIG Program and define the relationship between a SIG and the NMRA.

E.4.1. Objectives for SIGs

A Special Interest Group (SIG) is an independent, not-for-profit, membership group organised to provide a forum for the exchange and collection of railroad prototype and/or model railroad information about specific topics.

E.4.2. Benefits of SIGs and SIG Membership

While the primary goal of the NMRA SIG program is to provide a useful service for NMRA members, several more immediate benefits arise from this goal. The NMRA benefits SIGs by providing meeting and display space at NMRA conventions and by publicising SIGs. In turn, the SIGs benefit the NMRA by encouraging NMRA membership and by providing specialised groups to NMRA members.

The benefits of the NMRA SIG Program include:

1. **Members:** Access to a group of committed model Railroaders for potential members
2. **Use of NMRA Trademarks:** An NMRA-only group can apply for permission to use specific NMRA trademarks. For example, an NMRA-only SIG can apply for permission to use the NMRA name as part of their group name. Groups which have an open-membership policy may not use any NMRA trademarks.
3. **Convention Participation:** All SIGs are encouraged to participate in NMRA convention activities. Suggested areas of participation include displays, clinics, and tours. NMRA-only SIGs will receive preferential treatment at conventions for space assignments at the discretion of the convention chairman for that convention.
4. **Insurance:** Public Liability Insurance to cover all SIG activities for NMRA-only SIGs.



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Special Interest Group (SIG) Policy

E.4.3. AR SIG Policy

This policy describes the requirements for the establishment and operations of an AR SIG.

To become an AR SIG, the organisation must comply with the following:

- a) The AR SIG Program is managed by a SIG Coordinator, who is appointed by the AR President. The SIG Coordinator is responsible for maintaining a list of active SIGs, publicising active SIGs in *MainLine*, and the AR Website, and enforcing the policies outlined in this document.
- b) Each SIG will have a SIG Coordinator who is responsible for ensuring that the SIG complies with the AR SIG policies. The SIG Coordinator would normally be the SIG leader.
- c) SIG Coordinators must provide, at least yearly, proof of SIG activity to the SIG Coordinator.
- d) Since each SIG is an independent group, the AR will not
 1. Evaluate decisions concerning the operation of the SIG,
 2. Determine what interests should be presented by the a SIG,
 3. Who should run the SIG, or
 4. What manner they serve the interests of their members.
- e) Any AR member may apply to the SIG Coordinator for recognition of a new group as long as that group has a defined interest area related to prototype or model railroading. The AR will not make a judgment on the SIG interest area.
- f) There must be a minimum number of 4 people in the SIG. All SIG members are to be members of the NMRA.
- g) The SIG Coordinator, in association with the AR Committee, will review, at least yearly, whether the AR is comfortable with recommending the SIG to members.

The review will look at the following circumstances:

1. **Lack of Reciprocity:** The AR will promote each active SIG at least once per year in *MainLine* and on the AR Website and provide a summary of all active SIGs to all new members and existing members as requested. In turn, each SIG, with an open-membership policy, is required to, at least once per year, place a notice in their newsletters recommending to its members that they consider NMRA membership.



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2. **Inactivity:** The AR will not recommend any SIG that shows no evidence of activity. If the group publishes a newsletter, it must send a copy to the SIG Coordinator as evidence that it is active.
 3. **Closed Membership:** Any NMRA member must be allowed to join any SIG recognised by the AR. Therefore, the AR will not recognise a group that will not admit a class of persons, or that limits their total membership.
 4. **Lack of Accessibility:** The AR will only recognise groups that are available to all persons regardless of geographic location.
 5. **Hostility:** The AR may withdraw recognition of any group that makes gratuitous, hostile comments, invective or sustained personalised criticism of the efforts or views of the NMRA, the AR, and/or other people, groups, or organisations.
 6. **For-Profit Organisations:** The AR SIG program only recognises non-profit groups.
- h) SIGs may sell fund-raising items such as painted cars, tee shirts, hats, etc., so long as it is incidental to the purpose of the group.
- i) Funds collected on behalf of a SIG belong to SIG. The AR assumes no responsibility for SIG financial matters.
- j) Standard Newsletter Disclaimer - In order to clearly define the relationship of the SIG to the AR, each issue of a newsletter must contain a statement similar to the following:
- The {GROUP NAME} is an independent, not-for-profit group affiliated with the Australasian Region of the National Model Railroad Association (NMRA). The NMRA is not responsible for the actions or publications of the {GROUP NAME}.

E.4.4. Becoming a SIG

To become an NMRA AR SIG, the organisation must comply with the following:

1. Complete an NMRA AR SIG Application.
2. Include the most recent newsletter. If no newsletter, an outline of the group's purpose is required.
3. New member pack - Provide a copy of information that will be included in the AR new member pack and/or the AR website.



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AR Membership Services
100% Club Policy

E.5. 100% Club Policy

E.5.1. Objectives for 100% Clubs

This policy describes the requirements of a model railway club or organisation to become an NMRA 100% Club within the Australasian Region of the NMRA.

E.5.2. Benefits of NMRA 100% Club Membership

The benefits offered to the NMRA 100% Club include:

1. Access to the comprehensive Region library and resources,
2. Participation in all NMRA activities.
3. Public Liability Insurance (contact the AR Secretary for details of the coverage).

E.5.3. Becoming an NMRA 100% Club

To become an NMRA 100% Club, the organisation must comply with the following:

- a) Minimum club membership must be 4 people.
- b) All members of the model railroad club are required to be members in good standing of the National Model Railroad Association, Inc.
- c) It is the club's responsibility, through their secretary or nominated club representative, to ensure all club participants are active NMRA members as the insurance is only valid when **all** members are current NMRA members. Keep in mind expire dates for individual memberships will vary.
- d) The club secretary or nominated club representative shall apply by submitting a list of club members with their NMRA membership numbers and expiration date.
- e) 100% status will be valid for one year from the time that the Secretary of the Region approves the application and issues an expiration date. A completed copy of the approved application will be returned to the club for their records and to be displayed in the club premises.
- f) 100% status is to be renewed annually.
- g) The *MainLine* Editor, AR Webmaster and AR Secretary shall be notified by the club's secretary or nominated club representative so that appropriate recognition can be made in the next available issue of the *MainLine* and on the Region website.



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100% Club Policy

- h) A qualifying club will receive a plaque noting their achievement.
- i) The secretary of each 100% club will receive a copy of the *MainLine* to be displayed in the club rooms.
- j) The club is required to commit to the goals of the NMRA and display and promote the NMRA at all public events.

Note: The Australasian Region's insurance provider requires that every club member be an NMRA member in good standing pursuant to clause D.5.3.b. Clubs are cautioned not to maintain duplicate membership lists to "beat the system". Misrepresentation of club membership rolls can result in cancellation of insurance, possible prosecution for fraud, and possible individual personal liability for all club members and officers.

E.5.4. Junior Members of 100% Clubs

Junior members (minors) of 100% clubs will be treated as if they are family or sponsored members of an ordinary financial member.

They will incur family membership dues of the association and would be liable for any dues the local 100% club levied for junior status within the club.

They would be able to attend not only the regular club meetings but also any meetings designated as NMRA divisional or regional meeting including conventions. With the proviso that there be a responsible member from their 100% club who takes personal responsibility for the individual concerned and they include a note in the attendance book for the regular meeting not only the name of the junior member but also the name of the designated responsible adult from the club. They would not be able to attend the regular meetings without a designated responsible full member being in attendance. The Junior member would not have any voting rights in our elections until they become a full member of the Association. For conventions the fee for attendance would be that normally charged for a family member.

The nominated Full Member shall be a fully paid up member of the 100% club and therefore be a financial member of the Association. It does not have to be the same person for each event.

There would be no limit to the number of NMRA meetings the junior member may attend, unlike a visitor with maximum of 3 meeting before they are required to join the Association.

On reaching their 18th birthday if they wish to continue in the local 100% club they would be required to take out full NMRA membership in the normal manner for the club to retain its 100% status.



E.6. Achievement Program Policy

In simple terms, the Achievement Program (AP) provides an incentive to learn and master the many crafts and skills necessary in the hobby of model railroading. With the completion of each category, you will be issued a certificate acknowledging your achievement.

E.6.1. Objectives

The objective of the AP program is to assist modeller to learn and to improve their modelling skills.

E.6.2. AR Achievement Program Process

- a) All current requirements for the Achievement Program are on the US web site at <http://www.nmra.org/achievement/> . This site is always up to date and has helpful hints for those wishing to take part in the Achievement Program. All the required forms can be downloaded from the site.
- b) Work done for the Achievement Program is normally judged by existing Master Model Railroaders in each state.
- c) Once the paperwork has been completed by the member, it should be submitted to the Achievement Program Manager in their Division. The Divisional manager will then forward to the Regional Achievement Program Manager.
- d) The Regional Achievement Program Manager will then check the application and supporting paperwork and sign Achievement Program chair approval section if correct. He must also ensure that the applicant and judges are financial members.
- e) The application and supporting paperwork is then forwarded to the National Vice Chairman for final approval.
- f) When paperwork and application forms are approved and returned, the paper work is then numbered in sequence.

The first Australasian Achievement Program Award was number one, there are now more than 230.
- g) Record the award in the Achievement Program Awards database and the National Executive Assistant Manager in the USA is advised.
- h) The supporting paperwork will be kept for 12 months and then destroyed or returned if appropriate to the applicant.



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- i) The Achievement Program certificate will be presented at the next meeting (Division or Region as appropriate).
- j) Information on AP Awards in the Australasian Region are presented on the AR web site

E.6.3. Achievement Program Review

The region Achievement Program manager, along with assistant managers, conducts the Achievement Program for the region. The rules of the NMRA require that all submissions by the AP Region Managers must be reviewed before submission to National. This review is conducted by a National Vice Chairman.

The review is predominately a formal review of the appropriateness and completeness of the documentation. It is not a technical review.

In AR, the National Vice Chairman role has been fulfilled by an appointment directly from National. Most regions in the US use the Region President to review the submissions.

National has advised that there is no preferred process for fulfilling this important review role, particularly since the current AR process is working well.

To appoint a new the National Vice Chairman for AR, the process should be:

1. AR creates a nominating committee consisting of the Australasian Region Committee (ARC) and the region AP Chairman
2. The nomination is submitted to the National Achievement Program General Chairman for ratification.



E.7. AR Contests Program

E.7.1. Objectives

The objective of the contests program is to give the members a positive and rewarding learning experience.

It is important that when a modeller enters any AR sponsored and sanctioned model and photo contest that they are testing their skills as a modeller or photographer against themselves. They will be judged on their efforts, not judged against another model or photograph.

Judges are chosen carefully by the Manager and must include at least one Master Model Railroaders (MMR). At least three judges will judge each item with a consensus result being provided. The AR contest judges will follow a set of guidelines set up for the Achievement Program and NMRA contests.

The judges will provide each entrant with specific positive comments on each item, stressing how the modeller may improve on the work submitted.



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Appendix

F. Appendix

F.1. *Divisional Boundaries*

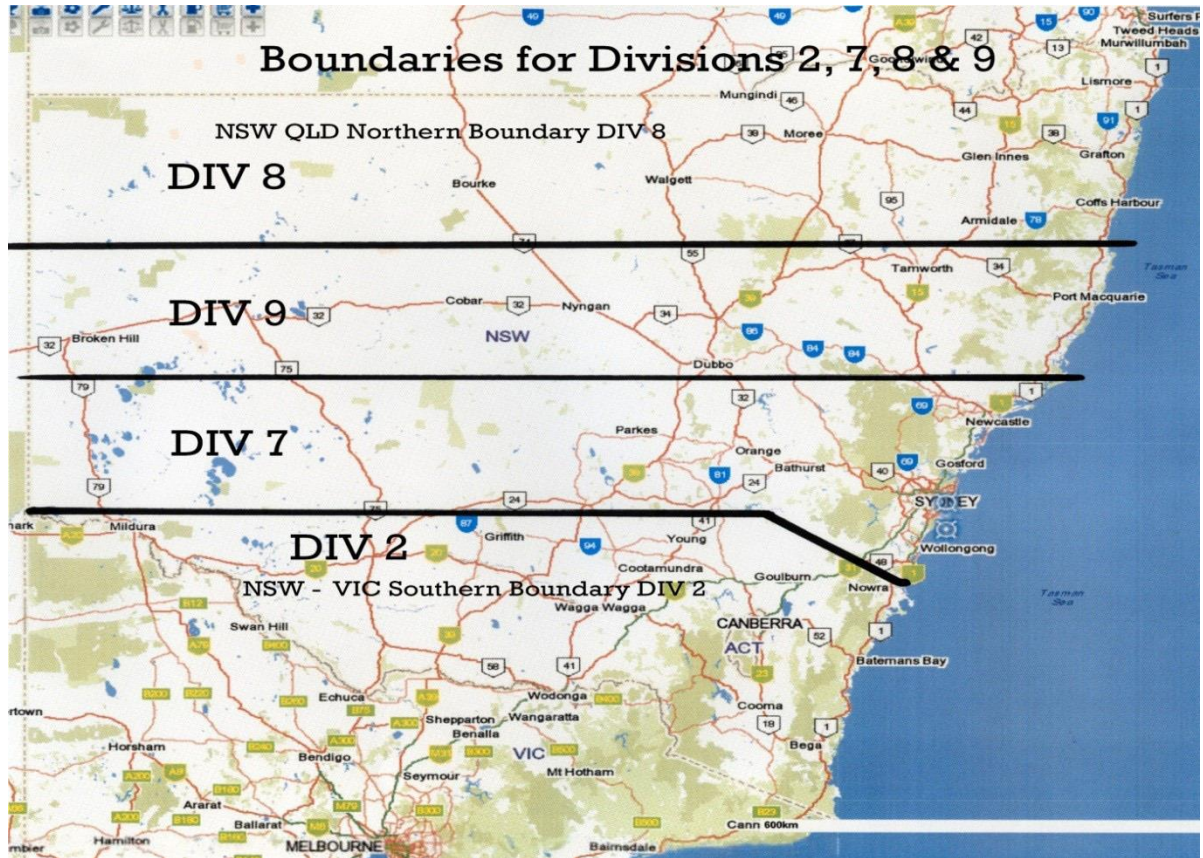
Divisional boundaries are structured as follows:

DIVISION	NAME	BOUNDARIES	NOTES
1	Queensland (QLD)	State Borders	
2	Australian Capital Territory (ACT) and Southern NSW	See Map	Extends from East coast to Western state border
3	Victoria/Tasmania (VIC/TAS)	State Borders	
4	Western Australia (WA)	State Borders	
5	New Zealand (NZ)	Country Borders	
6	South Australia (SA)	State Borders	
7	NSW Central (NSW/C)	See Map	Extends from East coast to Western state border
8	NSW Northern Rivers (NSW/NR)	See Map	Extends from East coast to Western state border
9	NSW Mid North Coast (NSW/MNC)	See Map	Extends from East coast to Western state border



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Appendix





F.2. Current Sponsored Awards

- **Hopkins/Bone Award** is presented annually by Divisional Superintendents to any member he/she believes has "performed above and beyond" in any way to support the association or the hobby within his division.
- **Rick Shoup Award** is presented to the modeller with the "Best Model of an **Australasian** Prototype" at a Convention Contest.
- **John Baker Award** is presented to the modeller with the "Best Model of an **American** Prototype" at a Convention Contest.