

GNRHS OPERATING MANUAL Version 2.0 - September 2012

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. Requests for internal assistance between the Archives section and the Publications section will take preference over external requests. The email is monitored by Stuart Holmquist, John Thomas and Bill Sornsin. For urgent matters, or for those without email, please phone Stu at (612) 751-2343 or to John at (651) 249-6456. 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 John Thomas at (651) 249-6456. For PNRA, email Gary Tarbox at garyta@comcast.net. More information can be found on the web at www.gnrhs.org and 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 restricted 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) It is GNRHS policy not to accept donations with qualifications or conditions, including restrictions on GNRHS rights to utilize and publish the material. It is also GNRHS policy not to pay for donated 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 standards, 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 IAW guidelines set forth in the Archives section 1 of the Operating 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. Notices will be placed in the GOAT seeking eligible members to run for Director. Additionally, 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.
- 2) The Membership Secretary 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) The Bylaws and Operating Manual Committee will periodically review these documents to ensure that they are current and comply with any changes and updates in policy. The committee will be made up of a minimum of three members. The committee chairman will report to the President and Board when any reviews are completed.

E. MEMBERSHIP COMMITTEE

- 1) The Membership Committee shall be comprised of at least one Board member, the Membership Secretary, and the Membership and Retention Officers, as a minimum.
- 2) The Membership Committee will be responsible for all matters pertaining to the recruitment of new members and the retention of current members. This includes, but is not limited to displays at railroad oriented events and personal contact with prospective members and current members.
- 3) Member retention is particularly important and every effort will be made to contact members that have allowed their membership to lapse.

F. WEB COMMITTEE

- 1) The web committee shall be comprised of at minimum the GNRHS Webmaster and at least one board member. It will assist the Webmaster in performance of his/her duties per Section XI and provide policy input and oversight.

G. FINANCE COMMITTEE

- 1) The GNRHS Finance Committee is a standing committee of the Board of Directors, 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) The HUSTLE MUSCLE Committee will be comprised of at least three members. These members will have a railroad employment background, if at all possible, and will include the Superintendent of Motive Power.
- 2) The HUSTLE MUSCLE Committee will oversee 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) The HUSTLE MUSCLE Committee will be responsible for scheduling all GN #400 operations outside of the Minnesota Transportation Museum (MTM) compound (Jackson Street Roundhouse area). This will be in accordance with the operating policy as set forth in Article VII of the Operating Manual and is subject to Board approval.

III CONVENTIONS

A. CONVENTION OFFICER(S)

- 1) Convention Officer(s) shall be elected by the Board. When practical there will be two Convention Officers, one for Lines East and one for Lines West.
- 2) The Convention Officer(s) will maintain a separate account in the local bank of his/her choosing. This account will be used to house funds for preparing for conventions and to hold registration and event fees. A minimum of \$5,000.00 will be maintained in this account as "seed" money for preparations for future conventions. If a convention realizes a profit, any excess of the base balance of \$5,000. will be transferred to the General Fund.

B. ATTENDANCE POLICY

- 1) The general public will not be permitted to attend GNRHS annual conventions except for personal and official guests as provided for in Section a, and Rail Fair only attendance as provided for in Section B.
- 2) Persons eligible to attend annual conventions are:
 - (a) Members of the GNRHS in good standing.
 - (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 but not limited to spouses, children and grandchildren of GNRHS members.
 - (d) Personal guests, accompanied by GNRHS members. These guests must pay all registration and activity fees.
 - (e) Official guests of the GNRHS President, Board of Directors and National Convention Officers. This includes authors, guest speakers/presenters, local convention committee members and dignitaries who are not GNRHS members; ex-GN and BN employees; and

BNSF Railway employees, past and present. These guests can also attend all excursions if fees are paid. The National Convention Officer shall have the discretion to waive registration fees for Official Guests. Excursion fees are not waivable unless the Official Guest is contributing services to that specific excursion, for example acting as a guide. The NCO must submit a list of such guests in writing to the Registrar and President prior to convention's start.

3) Rail Fair entry only and non-member vendors:

(a) The National Convention Officers will determine the fee for Rail Fair entry only (2 days) and the fees for registration/sellers' tables for members and non-members.

(b) The nametags issued to Rail Fair-only registrants will contain an annotation of color code indicating this status and clearly distinguishing them from regular convention attendees. These "special" nametags will have to be presented at the door to gain access to the Rail Fair. The exact means of nametag identification will be determined by the National Convention Officers.

C. CONVENTION SITES

- 1) Convention sites will alternate between Lines East and Lines West on successive years.
- 2) The Convention Officer will recommend sites for Board consideration.
- 3) Convention sites will be projected for three years in advance.

D. CONVENTION SCHEDULING

- 1) Conventions will normally be held during the month of July.
- 2) Conventions will be scheduled to dovetail with the NPRHA and avoid conflict with the NMRA national convention as is practical.
- 3) Contact will be made with an NPRHA representative in an effort to coordinate convention dates.

E. PLANNING AND EVENT SCHEDULING

- 1) A convention registration form and activities program will be included in the March GOAT.
- 2) A local committee will be recruited to assist the Convention Officer in the planning of convention events/activities.
- 3) The following planning guidelines are for the use of the Convention Officer and the Registrar. This list is not all-inclusive and may be altered by the Convention Officer.

A. October:

The Convention Officer should send the Registrar the convention registration form for his review. The Registrar should review this form and notify the Convention Officer of any changes. A short overview of upcoming convention/"save the date" article shall be submitted for the December Goat.

B. November thru March:

The Registrar should work on getting the registration database ready for this convention's registration form. A full convention article along with complete registration forms shall be prepared and submitted for the March Goat and GNRHS website.

C. March:

The Registrar should get from the Membership Officer the latest membership roster in an Excel format.

D. March thru end of June:

The Registrar should enter all the registration forms and deposit the funds received. The Registrar should send the Convention Officer a report on who has registered and the amount they sent in with their registration form. In the event of over payment, the Registrar will request the Convention Officer to send a check and letter explaining the difference. The Registrar will send out a receipt letter showing all the activities they have signed up for and request any underpayments.

E. April:

The Registrar should contact the people who will help at the convention registration desk and send their names and shirt sizes to the Convention Officer.

F. May:

The Registrar should send the Convention Officer the head count of each of the convention venues and keep the Convention Officer updated on any changes until the week of the convention.

G. July:

The Registrar should print the convention badges, print list for each bus tour, print the apparel list and any other reports required by the Convention Officer

H. August/September:

The Convention Officer shall provide a full accounting of all convention receipts and expenditures, including copies of the check register, to the GNRHS Treasurer for proper recording on the books of the corporation. Funds shall be transferred from the Convention bank account to the general corporate account(s) as directed by the Treasurer. An amount of \$5,000 will be maintained in the Convention bank account to assist in the preparations for the next convention.

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 and must reside within the state.

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 Secretary and Custodian of Records are authorized signatories. One signature is required.

- 2) The Membership Secretary is authorized to open a holding account at a local bank of his/her choosing. This account will be for the deposit of dues and other income items that may be received by him/her. When practical, the funds in this account will be transferred to the Treasurer for deposit in the GNRHS Business account. This holding account will not be used to pay invoices except in an emergency and with the agreement of the Treasurer. The Treasurer, Membership Secretary and Custodian of Records are authorized signatories. One signature is required.
- 3) The Convention Officer is authorized to open an account at a local bank of his/her choosing. This account will 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. MONEY MARKET ACCOUNT

- 1) The Treasurer shall be the holder of record for the Fidelity Money Market Fund of the GNRHS. The Treasurer, Membership Secretary and Custodian of Records are authorized signatories for this account. One signature is required.

C. RESTRICTED FUNDS

1) OVERVIEW

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

2) CONVENTION FUND

(a) The Convention Fund is described in Section III of this Operating Manual.

3) HERITAGE FUND

(a) The Heritage Fund balance is sustained through donations from members and other benefactors.

(b) 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. All projects funded must 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." 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 non-profits 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 brief summary of fund-raising 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 general rule, no more than half of the balance in the Heritage Fund will be allocated.

D. 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. The Board voted in 2010 to allocate an additional \$5,000.00 per year to this fund over a 4-year period (\$20,000 total)

E. PUBLISHING RESERVE FUND

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

F. 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 Board voted in January, 2011 to eliminate the \$4/year/member dues set-aside into this fund, but the fund remains as a repository for any restricted donations.

G. SPECIAL funds

- 1) Special Funds will be designated for donations received and specified for uses not covered by other funds. (Example: BRUCK restoration, etc.)

H. 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.

I. 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.

J. 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(S), Hustle Muscle Committee and Modeling Officer.

K. 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) Anyone making a proposal for a Hustle Muscle trip outside of the Minnesota Transportation Museum (MTM) compound (Jackson Street Roundhouse area) and the Twin Cities area must submit a request to the GNRHS Board for approval. This request must include but is not limited to the following information:

- (a) The purpose of the movement, explaining where, when and how many miles are involved.
- (b) The cost per mile that would include fuel, maintenance, insurance and the host railroad mileage charge. If the charges are to be paid by the GNRHS, some other organization, or shared, it should be so stated.
- (c) The above restrictions will not be in effect with regard to movement within the MTM compound or in the Twin Cities area when under the supervision of the GNRHS Superintendent of Motive Power. This will give the Superintendent of Motive Power the flexibility to move Hustle Muscle for maintenance and testing activities and other moves he deems necessary.
- (d) The Superintendent of Motive Power will keep the Board apprised of any tests, the operational status of Hustle Muscle, maintenance requirements and results. This will be done through the BNSF Liaison Officer.

VIII INSURANCE

A. GENERAL POLICY

- 1) The GNRHS shall have a general liability insurance policy. This insurance coverage is currently provided by R.J. Ahmann Company, 7555 Market Place Drive, Eden Prairie, MN 55344. Phone: (952) 947-9700 or 9755. 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 pay an annual fee to cover Hustle Muscle under the Minnesota Transportation Museum blanket policy.
 - (a) This fee is normally paid during the May-June timeframe unless an invoice is presented earlier. The current fee is \$300
 - (b) This coverage pertains only when Hustle Muscle is within the MTM compound.
- 2) The GNRHS must rely on outside insurance sources when Hustle Muscle is taken outside the MTM compound. This can be provided by the railroad over which the equipment is operating or by the organization leasing the services of the equipment.

IX MARKETING AND COMPANY STORE

A. PUBLIC SALES

- 1) The Board has approved the sale of publications and other merchandise to the general 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.

C. ANNUAL REPORT

- 1) The Marketing Officer will submit an annual report to the Board that will include sales figures, costs and inventory.

X MEMBERSHIP

A. NEW MEMBERS

- 1) Requests for membership will always be funneled through the Membership Secretary, including those made on the GNRHS website.
- 2) A new member joining the Society during a membership (calendar) year will be charged a full year's dues and will receive all issues of the GOAT that were previously published during the calendar year of joining.

- 3) 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.
 - 4) The Membership Secretary will record the membership application and assign a membership number for the new member.
 - 5) Those persons that have allowed their memberships to lapse and then renew their memberships after a period of time will retain their original membership numbers.
 - 6) New members will receive a membership certificate, a membership card and a letter of welcome.
- B. DUES STRUCTURE
- 1) The GNRHS dues structure is as follow:
 - (a) Within the U.S. (via Bulk Mail) \$30.00
 - (b) Canada (via Air Mail) \$40.00
 - (c) Europe and Western Hemisphere (Via Air Mail) \$55.00
 - (d) Asia, Africa and Pacific Rim (Via Air mail) \$60.00
 - 2) All membership fees will be paid in U.S. currency only. All checks and money orders will be made out to the "GNRHS".
 - 3) If any category of dues is to be increased, it will be announced well in advance. Increases should be set at an amount to cover anticipated requirements for the next several years.
- C. MEMBERSHIP RENEWALS
- 1) Membership renewal notices will normally be sent out with the December GOAT.
- D. ANNUAL MEMBERSHIP ROSTER
- 1) The annual membership roster will be organized with the members' names in alphabetical order with current mailing addresses.
 - 2) This roster will be primarily for the use of the Membership Secretary. Rosters will be provided to other officers that require this information to carry out their Society responsibilities.
 - 3) The roster will not be distributed to the general membership.
 - 4) The roster will not be sold to commercial firms to protect the members from unwanted solicitations.
 - 5) Sustaining members' names will appear in the membership roster in a way to distinguish them from regular members.
- E. COMPLIMENTARY MEMBERSHIPS
- 1) The Board must approve all complimentary memberships.
- F. MEMBERSHIP BROCHURES
- 1) A supply of membership brochures will be maintained by the Membership Secretary and the Membership Officers.
 - 2) The President and the Board will be notified when the membership brochure supply needs to be replenished.

XI OFFICERS

- A. Introduction
- 1) The processes for electing/appointing officers, terms, removals and so forth, including the duties of the principal corporate offices of President, Vice-President, Secretary and Treasurer are covered in Bylaws Article IV. The following are descriptions of additional officer positions that have been created by the Board.
- B. ARCHIVES OFFICER

- 1) The Archives Officer will monitor 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) The Archives Officer will make, or assist with, periodic reports of archival activities to the membership via the GOAT.
 - 3) The Archives Officer, or a designated representative, will submit an annual report of archival activities to the Board.
- C. BACK ISSUES OFFICER
- 1) See the Publications section (XII) of the Operating Manual for the Back Issues Officer's responsibilities.
- D. BNSF LIAISON(s)
- 1) The BNSF Liaison(s) will:
 - (a) Interface with BNSF to maintain a good relationship with officials of that organization.
 - (b) Maintain an active relationship with the BNSF Archives staff.
 - (c) Coordinate with the BNSF for GNRHS convention related activities.
 - (d) Contact the BNSF for arrangements to move the GN 400 (HUSTLE MUSCLE) outside of the MTM compound in St. Paul.
 - (e) Contact the BNSF in matters concerning the maintenance of GN 400 (HUSTLE MUSCLE) that is beyond the capabilities of GNRHS personnel.
 - (f) Per board action, this position is currently divided into a BNSF Liason – Motive Power and BNSF Liason – Archives , covering those respective duties above
- E. CUSTODIAN OF RECORDS
- 1) The Custodian of Records will receive original copies of important corporation documents and will retain these documents in a secure storage place. This will include the incorporation papers, lease agreements and equipment ownership papers, among other items.
- F. MEMBERSHIP SECRETARY
- 1) The Membership Secretary will:
 - (a) Receive and record all new membership applications and renewals.
 - (b) Assign membership numbers.
 - (c) Send membership certificates and cards along with a letter of welcome and any "make-up" Goat issues to all new members.
 - (d) Send replacement copies for damaged or lost Goat issues.
 - (e) Maintain a current membership roster and process changes of address.
 - (f) Maintain a bank account IAW Finances section (V).
 - (g) Ensure contact information is prominent and current in the Goat and GNRHS website.
 - (h) For other guidance, see Membership section (X).
- G. MEMBERSHIP RECRUITMENT AND RETENTION OFFICER(S)
- 1) The Membership Recruitment Officer(s) will be responsible for:
 - (a) Establishing a membership recruitment program that actively seeks out new members.
 - (b) Establishing a program to contact members that have not renewed their memberships to encourage them to renew, and to ascertain why they did not renew.
 - (c) The design of membership brochures and ensuring that they display current information about the Society.
 - (d) Recruitment displays and other promotional materials.
- H. MARKETING OFFICER
- 1) The Marketing Officer will be responsible for:

- (a) Overseeing all GNRHS product marketing efforts, including coordinating back issues sales policies with the Back Issues Officer.
 - (b) Procurement of merchandise from vendors and manufacturers for sale by the GNRHS. For this process, he will keep the Board informed, seeking Board approval as necessary.
 - (c) Transferring funds from receipts for merchandise sales to the Treasurer.
- I. PNRA BOARD MEMBER
- 1) The Pacific Northwest Railroad Archives Board Member will:
 - (a) Be elected by the Board to serve as the GNRHS representative on the PNRA Board.
 - (b) Keep the GNRHS President and Board apprised of PNRA activities, and especially those that directly affect the Society's involvement with that archival site.
 - (c) Provide an input for the archive articles in the GOAT and for the annual archives report.
- J. VOLUNTEER COORDINATOR
- 1) The Volunteer Coordinator will:
 - (a) Peruse all membership applications where the new member has expressed a desire to help the GNRHS in some capacity. This will require coordination with the Membership Secretary.
 - (b) Make contact with these new members to determine their sincerity to help and to determine more specifically what they can do for the GNRHS.
 - (c) Direct those volunteers to an officer(s) who may be able to use their talents or help.
- K. MANAGING EDITOR
- 1) The Managing Editor will:
 - (a) Oversee all efforts within the Publications section in assembling the quarterly publications that includes the GOAT, Reference Sheets and Modelers' Pages.
 - (b) Coordinate the publications staff, comprised of the Reference Sheet Editor, Layout Editor, Photo Editor and Modelers' Pages Editor, to ensure the timely completion of the quarterly publications.
 - (c) Coordinate with the Archives section for any reference materials required for the publication.
- L. REFERENCE SHEET EDITOR
- 1) The Reference Sheet Editor will peruse all submitted Reference Sheets for content, grammar and accuracy, as much as possible. He will also look at writing style and will address recommended changes to the author.
- M. PUBLICATIONS AND LAYOUT EDITOR
- 1) The Publications and Layout Editor will organize the articles and photos in a manner that is consistent with the general GOAT, Reference Sheet and Modelers' Pages formats.
- N. PHOTO EDITOR
- 1) The Photo Editor will process all photos being placed in the quarterly publications. Where the photos are not satisfactory for publishing, the Photo Editor will contact the author or original photographer in an effort to get photos of acceptable quality.
- O. MODELING EDITOR
- 1) The Modeling Editor will prepare 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. Results of the annual GNRHS model contest will be included in one issue.
- P. NATIONAL CONVENTION OFFICER (NCO)
- 1) The NCO will organize and oversee all preparations for the annual GNRHS conventions. This shall include the following:

- (a) Finding a venue that can provide suitable space for convention activities and accommodations for convention attendees once a site has been approved by the Board.
 - (b) Organize a local committee at the convention locale to assist with convention preparations.
 - (c) Providing a schedule of convention activities to include, but not limited to, meetings, historical presentations, modeling clinics/forums, model and photo contests, tours and a banquet.
 - (d) Coordinate with the convention registrar and form a group of volunteers to ensure timely registration for the convention attendees.
 - (e) Seek door and raffle prizes to be given away at the banquet.
 - (f) Keep the President and Board apprised of the status of convention preparations.
- Q. SUPERINTENDENT OF MOTIVE POWER
- 1) The Superintendent of Motive Power will oversee all aspects of the maintenance and operation of GN #400. This shall include:
 - (a) Routine maintenance functions to include battery tests.
 - (b) Periodic starting of GN #400 to ascertain the proper operating condition of the locomotive. Additionally, the engine will be turned over between locomotive startups utilizing the hand bar method, if required.
 - (c) Prepare GN #400 for any operations outside of, or within the MTM St. Paul compound.
 - (d) In preparation for any GN #400 move to be made outside of the MTM St. Paul compound, will arrange for all required inspections.
 - (e) Outside of the MTM St. Paul compound, the only moves the Superintendent of Motive Power will be responsible for are moves to the Northtown yards and diesel shop for maintenance, repairs and the initial move for a planned trip.
 - (f) Prepare GN #400 for storage when not in use.
 - (g) Make arrangements for fuel, when necessary.
 - (h) Arrange for any inspections required to keep GN #400 certified for operation.
 - (i) Keep the Board informed of the status of GN #400 through the designated Board liaison.
- R. WEBMASTER
- 1) The Webmaster is responsible for the design, development and ongoing maintenance of the Society's website GNRHS.org. This includes the online company store and payment processing software in coordination with the Marketing Officer.
- S. ASSISTANT WEBMASTER
- 1) The Assistant Webmaster shall assist the Webmaster in his/her duties. Able to handle site updates and/or emergencies in absence of Webmaster
- T. COUNSEL
- 1) The Counsel shall provide 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.
- U. ASSOCIATE EDITOR
- 1) The Associate Editor shall assist the Managing Editor, as directed, on all matters pertaining to GNRHS publications.
 - 2) The Associate Editor will oversee all special publications such as book production and reference sheets that need special attention.
- V. ILLINOIS REGISTERED AGENT
- 1) The Illinois Registered Agent will comply with all duties required by Illinois law, will receive the annual statement from the State of Illinois, notify the President and Board of such receipt, and forward 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.

B. 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.
- 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 Secretary.
- 6) **NEW MEMBER LISTINGS:** The names of new members acquired during each quarter will be listed in the GOAT to recognize their membership status. This will require coordination between the Managing Editor and the Membership Secretary.
- 7) **SUSTAINING MEMBER LISTINGS:** A list will be published yearly to recognize these members.

C. 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.

D. MODELERS' PAGES

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

E. AUTHORS

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

F. 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 Managing Editor.
- 3) The historical comments will be retained in the Annual Calendar.

G. CONVENTION REGISTRATION/ACTIVITIES

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

H. 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.

I. 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 will be a fee of \$5.00 for the re-mailing.
 - 3) Damaged or lost copies will be replaced free of charge.
- J. 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.
- K. PUBLICATIONS RESERVE ACCOUNT
- 1) This fund is \$12,000, set aside to cover emergency publication cost.
- L. BACK ISSUES
- 1) The back issues will be stored in the Jackson Street Roundhouse and under the control of the Back Issues Officer.
 - 2) The Back Issues Officer will process all orders made for back issues. Checks and money orders will be forwarded to the Treasurer in a timely manner.
 - 3) When original printed copies of a Reference Sheet are no longer available, the high quality reproductions will be substituted in accordance with the published back issue price list. Any reproduction costs will be reimbursed through a request to the Treasurer.
 - 4) The Back Issues Officer is authorized to adjust the prices of the back issues to reflect increasing postage and reproduction costs. The members will be notified of price changes.
 - 5) The Back Issues Officer shall be required to make an annual report of back issue transactions to the Board.
- M. AUTHOR GUIDELINES:

**Great Northern Railway Historical Society
Authors Guidelines
General Information**

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'd 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, proof readers and researchers eager to help.

The Authors Guidelines below will help get you started. Although the process may seem daunting, it actually goes quite smoothly. Give it a try! Who knows, you may become famous!

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 Ed Stankard, Managing Editor: 913-888-5760 or goateditor@gmail.com. He will review your article and help you prepare it for publication. In all cases, the decision of the Managing Editor is 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 well researched, edited, reviewed and documented.

Selecting a Topic

A brief 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 for your review. Please contact Reference Sheet Editor, Norm Priebe, at 1-320-763-2805 or email: w7isd@rea-alp.com, to get started. Norm will discuss the topic with you, indicate its potential, and encourage you in your research.

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 Phil Webb, Photo/Layout Editor. As you write, you will then know how to present your Reference Sheet for publication. You can also check in with Phil during the writing process. His phone number is 520-518-5152; email: pwebb17@cox.net.

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 and enter *Great Northern* in the search box. Also try GNRHS Archives online at www.gn-npjointarchive.org.

Please feel free to email 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 Stuart Holmquist at 612-751-2343 or John Thomas at 651-249-6456. We encourage you NOT to limit yourself to online sources. The physical archives at MHS and GNRHS and 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

The art of editing a Reference Sheet is a partnership between the author and Reference Sheet Editor. 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, several editors will review it for basics: punctuation, spelling, grammar, and readability. Here is also an opportunity for the author and Reference Sheet Editor to make final changes.

The Layout Editor 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 16 pages of 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 Duane Buck, Modeling Pages Editor, at 928-284-2015; or email: buckgnrwy@msn.com .

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. 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.

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