

# Fourth Division, PNR, NMRA

## Proposed Revision to PPM Appendix A



The 4D Board wishes to review and revise those parts of the Policies and Procedures Manual (PPM) that refer to “4D Modular Groups” and “Supported Clubs” inconsistently, to facilitate the onboarding of a potential new group.

Appendix A to the PPM (included at the end of this document) is complex and outdated. Our goal is to simplify these procedures and to have simplified categories of “4D Groups”, to which very similar processes and expectations will apply:

- Most Groups will choose to have 4D manage their finances.
- Some Groups may wish to maintain their own bank account.
- External clubs (or other organizations) that require occasional support from 4D could request a donation. These won’t be considered further here. For example, Bremerton Northern Model Railway Inc. (currently a “Supported Group”) will fall into this category.

It is proposed to replace the existing PPM Appendix A with the text below.

### Revised Appendix A: Sponsorship of 4D Groups

#### Eligibility - 4D Groups must:

1. Be comprised of an organized subset of 4D members (ie. comprised of 100% NMRA members belonging to 4D PNR NMRA).
2. Have a clear charter that aligns with 4D and NMRA’s governing documents.
3. Have a designated leader as a single point of contact for interactions with 4D Board.
4. Be open and welcoming to any 4D member with no additional membership fees. An exception to this requirement may be made with the approval of the 4D Board:
  - a. Example: for groups that are also part of a broader organization or Special Interest Group (SIG) that charges membership fees.

#### Benefits - 4D will support groups:

1. Provide seed money to a new group account, at the discretion of the 4D Board.
2. Provide financial support to groups:
  - a. Purchase items (eg. new modules, DCC systems, etc):
    - i. Items purchased will remain the property of 4D.
    - ii. Items may not be used to update member-owned modules.
  - b. Reimburse mileage costs & tolls to haul trailers to shows within – or bordering - the 4D geographic area. This will be funded direct from 4D upon receipt of a completed reimbursement form.
3. At a group’s request, the 4D Treasurer will maintain financial accounts for each group, including an “escrow” account containing the balance of a group’s funds. If so:
  - a. Purchases will be funded from the group’s escrow account.
  - b. Income received by a group must be submitted to 4D and will be credited to the group’s escrow account.

4. If requested, the 4D Board will consider directly funding the purchase, registration and maintenance of trailers to haul modular layouts, including mileage reimbursement for the hauling of trailers to shows.

## Responsibilities - 4D Groups will:

1. Submit annual budget requests:
  - a. Unbudgeted reimbursement requests will not be paid until authorized by the 4D Board.
  - b. 4D funds cannot be used to build or to enhance members' personal modules. But control equipment, yards and corner modules, owned by the 4D Group, may be funded.
2. Promote 4D, PNR and NMRA at shows at which they attend.
3. Maintain membership as 100% 4D PNR NMRA.
4. Follow 4D's policies for the reimbursement of expenditures.
5. Make a report of group activities at each 4D Board of Directors meeting.

## New 4D Groups

1. New 4D Groups can be created by submitting a draft charter, draft budget and list of supportive 4D members to the 4D Board for consideration.
2. At its discretion, the 4D Board may transfer seed money into a new group's "escrow" account.

## Terminating 4D Groups

1. Groups may terminate their relationship with 4D by:
  - a. Having no interaction with 4D within a 12-month period. Such groups will be considered "moribund" and no longer eligible for benefits.
  - b. Notifying the 4D Board - groups may terminate their participation with 4D at any time and continue to operate independently.
2. Following termination (for any reason):
  - a. The group must immediately return any 4D, non-consumable assets to 4D.
  - b. Any funds in the group's escrow account will be retained by 4D to assist the funding of other 4D groups.

## FYI - Existing 4D Groups (April 2025):

- **Active** 4D Groups (actively seeking funding and reporting regularly to 4D Board meetings):
  - 4D HiRail Modular Group
  - 4D HO Modular Group
  - 4D HO Free-mo Modular Group
  - 4D N-TRAK Modular Group
  - 4D Pacific NW European Train Enthusiasts (ETE) Modular Group (new - under review)
  - Pacific NW On30 Modular Group (no interaction with 4D ever recorded)
- **Inactive** groups:
  - Bremerton Northern Model Railroad Inc. (no interaction recorded in past 5 years)

**Robin Peel, Kurt Laidlaw & Bob Kenworthy**

**4D PNR NMRA**

June 18, 2025

# Existing Policies and Procedures Appendix A

PPM Latest Revision (April 2019)

## MODULAR MODEL RAILROAD SPONSORSHIP PROGRAM

### 1) General

- a) The purposes of the Fourth Division (4D) are to:
  - i) Educate persons engaged in model railroading in methods of building and operating model railroad equipment and prototype practices.
  - ii) Develop the technical skills of persons engaged in the art and craft of model railroading
  - iii) Encourage the collection and preservation of historical data and to promote education about railway history through model railroading.
  - iv) Facilitate communication among all model railroaders, both members and non-members.
- b) The 4D Board of Directors has determined that the best way to reach its audience, especially non-members and potential model railroaders, is through modular model railroad participation at train shows and other public activities. To achieve that public representation, the Fourth Division has created this Modular Model Railroad Sponsorship Program. This program provides financial assistance and administrative assistance to modular model railroad groups to help them achieve the Fourth Division's organizational purpose.

### 2. Sponsorship Program

There are two types of Sponsored Modular Model Railroads: "4D Modular Groups" created by 4D and "Supported Clubs", which are Clubs with 100% NMRA membership who have asked the Division for support and which meet the Division's criteria. Both types are eligible for financial support, administrative support, and publicity for their activities.

- a) **Requirements for Sponsorship** The following conditions must be met for a Group or Club to be considered for inclusion in the Modular Model Railroad Sponsorship Program:
  - i) It is based within the geographic boundaries of Fourth Division.
  - ii) It achieves and maintains 100% NMRA Membership.
  - iii) Any 4D member in good standing may apply for membership in it.
  - iv) It demonstrates continued effort to achieve the Fourth Division and NMRA organizational purposes.
  - v) It actively participates in and supports 4D and NMRA activities, in addition to its own activities.
  - vi) It actively participates in general management of 4D with respect to support, funding and activities.
  - vii) It has, or will create, operating documents governing its conduct, including referring to, and abiding by, the NMRA guidelines for anti-harassment and anti-discrimination, and will submit a copy to the 4D Board to validate that it agrees with 4D purposes.
  - viii) It designates an individual to be the contact point with the 4D Treasurer for reimbursement.
  - ix) 4D Modular Groups do not charge dues or fees for participation by NMRA members. Supported Clubs may charge.
- b) **Expectations**
  - i) Support the Fourth Division and the NMRA organizational purpose by:
    - (1) Serving as active and effective NMRA and 4D ambassadors to layout visitors, promoting the hobby, and educating the public about model railroading, etc.
    - (2) Encouraging existing NMRA members to attend local clinics and volunteer as clinicians.
  - ii) Recruit New NMRA Members by:
    - (1) 4D Executive Handbook Page 16(1) Maintaining and displaying NMRA membership materials at their layout.
    - (2) Actively recruiting new NMRA members, regardless of their scale or interest in the Group or Club.
    - (3) Assisting the Membership Chair by providing manpower to staff the 4D NMRA Membership Booth, as coordinated by the Membership Chair.
  - iii) Support 4D Dedicated Fundraiser Shows by making its layout available and, if the layout is not used at the show, providing volunteers to help at the show. NOTE: Proceeds from 4D Dedicated Fundraiser Shows go directly to the 4D Treasury and provide 4D with the bulk of the funds needed to run local clinics, fund the Modular Model Railroad Sponsorship Program, and administer the operations of 4D. There is currently one dedicated fundraiser show: The Pacific Science Center show.
  - iv) Update the 4D Board on its activities, recruitment results, and how 4D funds are spent, either by a written statement to the Superintendent or in person at a Board meeting.

### 3. Sponsored Modular Model Railroads

- a) *4D Modular Groups* are created by and are an integral part of the 4D organization. They are created by the 4D Board when the Board, or a group of Fourth Division NMRA members, seek their formation.
  - i) 4D Modular Groups are obligated to support the 4D organizational purpose and adhere to 4D Bylaws and Operating Procedures. Groups created by the 4D Board are automatically sponsored.
  - ii) 4D Modular Groups exist independently of their members. If all members of a Group were to leave, the Group name, physical group level, and financial assets remain with 4D until such time as the Board finds new members or dissolves the Group. The Board allows 4D Modular Groups to receive income from all shows and activities except those

designated as 4D Dedicated Fundraisers. Income earned by a 4D Modular Group through 4D-sponsored activities is 4D income, held in the 4D Treasury in a segregated account for that Group. Groups may accrue a maximum of \$5,000 in escrow for its exclusive use for any purpose determined by the group consistent with "Section 4. 4D Financial Support." Group income over that maximum escrow amount is deposited in the 4D Treasury without reservation. Escrow accounts are expected to be used before asking the Board for money.

- b) *Supported Clubs* are existing or new groups outside the 4D organization that have been approved to receive funds by the 4D Board. Supported Clubs may earn and retain income from any and all activities conducted by the Club except participation in designated 4D fundraiser activities. Income earned by Supported Clubs is not 4D money and is not maintained in the 4D Treasury. Each Club maintains its own account. The Club shall inform the Board of income received for participation in NMRA 4D-sponsored activities.
  - i) Physical items purchased with 4D funds for the support and operation of Supported Clubs remain 4D property and are considered on loan. The Supported Club is expected to maintain such items in good condition and maintain a current inventory. Should the Supported Club leave the Sponsorship Program, 4D-owned items must be returned to 4D. Alternatively, the Supported Club may request to purchase 4D-owned items at full price.
- c) There is currently no process for a Supported Club to become part and integral of the 4D organization.
- d) events contract directly with 4D rather than with each individual Group or Club. In these cases, once 4D receives payment from the event, the 4D Treasurer distributes the funds to each participating Group's escrow account or participating Club per the terms of the contract, or evenly if not specified.
- e) Current 4D Sponsored Modular Groups:
  - i) 4D Hi Rail Modular Group
  - ii) 4D HO Modular Group
  - iii) 4D NTRAK Modular Group
- f) Current Supported Clubs:
  - i) Bremerton Northern Model Railroad Inc
  - ii) Pacific NW On30

#### 4. **4D Financial Support**

- a) Financial support is based on available 4D funds and is intended to be a helping hand, not to fund every aspect of a Sponsored Modular Model Railroad, or necessarily even fully fund any particular budget request. The 4D Board will generally consider budget requests only for Group- or Club-level items.
- b) 4D assets may not be used for personal gain. 4D funds, whether budgeted or escrow, may not pay for building or improving personal modules nor cover personal expenses like travel or lodging. Exceptions must be arranged in advance and documented in Board minutes.
- c) Items purchased using 4D funds are 4D property.
- d) There are three categories of support:
  - i) Operations and Maintenance Repair or replacement of damaged or worn-out 4D equipment, 4D-owned modules, or scenery on 4D-owned modules. See "Section 5" below.
  - ii) Capital Purchases 4D normally supports purchase of generally non-consumable items. See "Section 5" below.
  - iii) Travel Drivers who use their personal vehicles to tow trailers carrying a Sponsored Modular Model Railroad to an activity provide a service to the Group or Club and to 4D and may seek mileage reimbursement for this service. See "Appendix C Travel Reimbursement"

#### 5. **Examples of Operations/Maintenance and Capital Equipment**

- a) This list is not exhaustive. If you have questions, or wish to request an exception, contact the 4D Board.
- b) Group/Club Level Items Command/control systems, power supplies, module skirting, fireproofing materials, crowd control stanchions, transportation/storage carts/racks for modules and equipment, power distribution devices, circuit breakers, extension cords, cable protectors, power strips, lights and lighting systems for 4D-owned modules, Group banners, etc.
- c) Starter Modules
  - i) Group members are expected to build and maintain their own modules at their own expense. However, 4D will fund starter modules such as the four corners of a loop layout, the balloon ends of a dog-bone layout, and terminal or junction modules for a point-to-point layout. Starter modules consist of benchwork (wood, fasteners, hardware, etc.), track, and basic scenery (ballast and ground cover).
  - ii) The 4D values a common look and feel between 4D-owned and personally-owned modules to improve the professional appearance of a layout, thus 4D-owned basic scenery materials are permitted in small quantities on personal modules for this purpose e.g., special ballast color blends and turf ground foam blends. On a per-module basis, the value of these are negligible and does not rise to the level of personal gain.
  - iii) A caretaker must be assigned to maintain the 4D-owned modules. Further scenic embellishments of 4D-owned modules such as structures or trees are considered the personal property of member installing them. If the 4D-owned module changes caretakers or is returned to 4D, these items may be removed and retained by the member. Or, the member may leave everything installed and donate it to 4D.
- d) Specialty Tools such as PowerPole crimpers and data cable crimpers are acceptable, but ordinary tools like pliers, screwdrivers, drills, saw blades, etc. (even if intended for Group or Club use) are not, since they are too difficult to track.
- e) Special Cases 4D Modular Groups may use their escrow funds to bulk purchase items for their members and have members reimburse 4D for their cost. Until reimbursement, these items are 4D property. Examples include specialty connectors, module cabling, and Group clothing like shirts, aprons, and vests.

- f) Group/Club Level Items such as yard complexes, lift bridges, etc., that would be difficult for individual members to fund and build on behalf of the larger group. See “5.b Starter Modules” above for module composition.
- g) Trailers for transporting 4D-owned modules and equipment may also be used for privately-owned modules and equipment of group/club members, if space is available. Trailers are capital assets maintained by the 4D and not by the Group/Club. 4D Modular Groups are not asked to purchase, maintain, or license them. The Groups/Clubs requesting a trailer must research and determine the appropriate trailer for purchase. 4D will pay for the entire purchase price including tax and license. 4D will determine the appropriate level of insurance for the trailer and 4D-owned contents. Insurance for member-owned contents is the responsibility of the individual members. A caretaker must be assigned whose address will be listed on the registration.

#### 6. Donations

Each Group/Club may receive donations on behalf of the Fourth Division. See “Appendix B. Donations and Disposition of 4D-Owned Property”

#### 7. Budget Requirements

- a) Each Group or Club will provide an annual budget request for funding for the next fiscal year at the 4D annual budgeting meeting. The budget request shall include:
  - i) A list of members and their NMRA membership numbers to demonstrate eligibility for sponsorship.
  - ii) A detailed budget request for maintenance/operations and capital expenditures specifying items to be purchased and their costs.
  - iii) A detailed list of the activities and events in which the Group or Club will participate during the coming fiscal year.
  - iv) A budget request to cover anticipated transportation costs for the year, consistent with the schedule provided. Anticipated reimbursements for expenditures from the Group escrow account to include a simple description of the use of the funds (not required for Supported Clubs).
  - v) 4D Modular Groups are expected to use their escrow funds before requesting further funds from 4D, except for trailer-related expenditures and travel reimbursement.
- b) The budget request will be considered by the Board and the Group or Club will be advised of approval.
- c) Requests for revisions to approved budgets will be considered by the Board in the normal order of business. In normal order, requests must be submitted and approved in advance.
- d) The Treasurer will notify all Groups or Clubs covered by this policy if there is a shortage of funds or if, for any other reason, previously-approved budget items cannot or will not be supported.
- e) Funds will be provided to the specific Group or Club on receipt of a request for reimbursement from the designated individual.
  - i) Reimbursement will be predicated on the approved budget and funds available in the 4D Treasury.
  - ii) Reimbursement requests should be submitted within thirty days of the expenditure.
  - iii) Reimbursement requests received more than 30 days past the end of the fiscal year in which expenses were incurred will only be honored if previously coordinated with the 4D Treasurer.
- f) Approved budgets expire at the end of the 4D fiscal year. Funds do not carry over to the next year.

#### 8. Audits of 4D Materials

- a) Groups and Clubs are fiscally responsible for the proper care of any 4D items in its possession. The Board may direct an audit of the 4D materials in their possession. They shall properly present all materials requested for identification in a timely manner. Any material items deemed to be missing or not properly maintained shall be brought immediately to the attention of the Board for appropriate action.