

Policy Book Record Sheet

Item #	Attachments	Title	Latest Rev	Revision Date	Approval Signature
1	No	Division Model Contest Rules	0	8/21/2020	K. E. Majchrzak
2	No	Photo Contest Rules	0	8/6/2020	K. E. Majchrzak
3	No	Contest Ballot Form	0	8/4/2020	K. E. Majchrzak
4	No	Contest Prizes	0	8/21/2020	K. E. Majchrzak
5	No	Divison Donation Policy	0	4/7/2021	K. E. Majchrzak
6	No	Financial Guidelines	0	4/7/2021	K. E. Majchrzak
7	Yes	T-TRAK HO Writeup	0	8/16/2020	K. E. Majchrzak
	A	Electrical Standards	0	8/20/2020	K. E. Majchrzak
	B	2020 Module Construction	0	8/20/2020	K. E. Majchrzak
	C	T-TRAK Standards (wiki Version)	0	8/20/2020	K. E. Majchrzak
	D	Module Ownership Log	1	11/23/2022	K. E. Majchrzak
8	No		0	8/18/2020	K. E. Majchrzak
9	Yes	Veteran NMRA Membership	0	11/23/2022	K. E. Majchrzak
	A	New Member Signup Document	0	11/23/2022	K. E. Majchrzak
	B	Veteran Affidavit Document	0	11/23/2022	K. E. Majchrzak
Rev 1 November 23, 2022					

Policy Book
of the
Palmetto Division
Southeastern Division
National Model Railroad
Association

Revised January, 2022

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Rev1, November 23, 2022

Division Model Contest Rules

At every Palmetto Division Meeting members are encouraged to bring in and display their favorite model railroad accomplishments for a “SHOW & TELL ” meeting segment. Three categories are available for submittals. The first category is “Favorite Model” where the member has scratch built, constructed from a kit, kitbashed or otherwise modified a piece of equipment for his model railroad. The second category is “Tips & Techniques” where the member has come up with a unique tool or technique to help him do some work on his layout. The third category is “Photographs” where the member has taken some unique model railroad photos. Please see the policy sheet on “Photo Contest Rules” for a detailed explanation of acceptable criteria for submittal in this category. At the appropriate time in the Division meeting each submitter is asked to give a brief description of what they have brought for the contest entry. At the subsequent Division meeting break all the members

will be asked to vote for their favorite in each of the three categories.

When a member registers for the meeting they will be given a “Favorite Model Contest” ballot on which they are to cast their votes. Please see the Policy sheet containing a sample Contest Ballot Sheet. When the member brings his entry to the meeting it will be given a number and be placed on display for the membership to view for the contest. When voting takes place each member will complete the ballot by placing the number of their favorite for each category and then give their completed ballot to the BOD member manning the ballot box. The BOD member will tally the votes and provide the Superintendent with the voting results. Near the end of the meeting the Superintendent will announce the winners in each category. The winners will receive a cash prize in the amount per the Policy sheet on “Contest Prizes”.

Rev 0 03FEB2021

Division #7

Photo Contest Rules



Photographs

1. Photos can be submitted only by NMRA members in good standing.
2. Photos may be B&W or Color.
3. Photos must be 8" x 10" size prints.
4. Prints may be mounted or unmounted but not framed or matted.
5. Photos must be of a model railroad subject.
6. A member may submit up to three photographs.
7. All photos shall be taken by the person submitting the photos.
8. All entries will have information identifying the maker on the back.
9. No identifying information shall be on the front side of the photo.
10. There is no time constraint as to when the photo was taken.
11. Photos will be submitted at the regularly scheduled meeting.
12. Winning photos are not eligible for entry into subsequent Division #7 photo contests.

Judging

1. Judging will be by popular vote of the members present at the meeting.
2. Photos will be numbered by the contest committee.
3. They will be displayed on tables in the meeting room.
4. Members will be given a ballot to make their choice for the best photo.
5. The photo with the highest number of votes will be declared the winner and receive a certificate and cash prize.

Any questions can be directed to the photo contest committee chair, Bruce Gathman at 864-850-3642 or shaygearhead@bellsouth.net .

Revised 08/06/2020

Treasurer & Financial Audit Policy

Palmetto Division of the Southeast Region of the NMRA

To create financial transparency for the Palmetto Division of the SER the following policies are implemented for the responsibilities of the Division Treasurer and Financial Auditor.

1. Upon request, the Treasurer is to provide physical receipts to those who donate items to the SER. The receipt should include the tax value, name of the doner and what was donated. A master copy of the receipt should be kept in the Treasurer's report.
2. A reconciliation of members names who attend the semi-annual meeting with revenue from those meetings.
3. A reconciliation of no charge to members providing clinics and open house layouts at the Division meetings.
4. Maintain operational receipts and expenditures which are to be reviewed during the audit and to rectify them with the balance sheet.
5. Install a second board member as co-signer for the Division bank account who can also receive bank receipts and statements for review at will.
6. Per division charter, an annual audit of the treasurer's report shall be performed by February 28th of each year. This is to be performed with the Division Treasurer and Division Auditor to verify income versus operating cost for the Division that year and to rectify any discrepancies in the bank account.
7. Audits will review bank accounts for the previous year, as well as the balance sheet. The Treasurer is to provide original receipts from transactions from that year for the auditors review as needed.
8. The Auditor's notes are to be presented and included in the minutes at the next BOD meeting following the audit.
9. The Auditor's report should be included with the Treasurer's report at the first Division meeting following the audit.
10. If at any time a Division member has a question regarding the Division's finances, the Treasurer and or Auditor should be able to answer the questions based on the results of the last Audit.

Palmetto Division T-TRAK-HO Modules

PURPOSE

The purpose of this policy is to outline how the Division will utilize the T-TRAK-HO modules to involve current and potential Palmetto Division members in a project that will encourage member retention. Modules will be used to promote the Division and the hobby or model railroading at train shows and other appropriate events.

DESCRIPTION

HO scale modules have been constructed to T-TRAK-HO Standards and consist of four 90-degree corners and multiple single length straight modules. Modules are constructed of 6mm (1/4") 5 ply, Baltic Birch plywood and assembled using only glue. Each module has adjustable legs, per the T-TRAK standards. Modules are designed to have a double track main line suitable for DC or DCC operation. Each main line requires its own power supply.

OWNERSHIP

The four corners shall remain the property of the Division, for obvious reasons in setting up a modular layout. Division members are encouraged to scenic the corner modules such that they would be presentable at a train show and other events. The straight modules are intended to be 'adopted' by Division members. The cost for adoption currently is \$10 for a bare module with no track and \$25 for a module that includes track for the main lines and power wiring. Track and wiring need to comply with the T-TRAK standards. Kato Unitrack is the track of choice. A log of module ownership shall be maintained by the Division (see attachment A).

STANDARDS

The module construction follows published T-TRAK-HO standards (see attachment B). Straight modules were constructed to a depth of 20", even though a maximum depth of 28" is allowed. Members may construct their own modules; however, all modules need to comply with the T-TRAK-HO mechanical and electrical standards for compatibility. Electrical standards are the same as those for N-scale T-TRAK modules. (see attachment C).

MODULE COSTS

Construction costs of the corner and straight modules are detailed in attachment D.

NOTES AND COMMENTS

1. An initial set of four corners and 6 straight single width modules were constructed by Bruce Gathman and Dave Winans.
2. Although the initial set of straight modules were constructed as single length modules, double and triple length modules are possible and could be constructed by members of the Division in the future.
3. There are companies who manufactures T-TRAK-HO module kits for sale. One of them is CMR Products, who sells laser cut kits. The cost of the kits is more than the cost of the modules constructed by the Division. Plus, shipping costs add an additional amount to the overall costs. However, members who wish to purchase kits and assemble them themselves are encouraged to do so.

ATTACHMENT A

ATTACHMENT B

T-TRAK Wiki

	T-TRAK-T	T-TRAK-Z	T-TRAK-N	T-TRAK-IT	T-TRAK-HO/OO	T-TRAK-S	T-TRAK-O	T-TRAK-L	T-TRAK-G
Single Module Track Length	TBD	220 mm	310 mm 12.2"	498 mm	492 mm 19.37"	30"	40"	TBD	TBD
Single Module Length	TBD	218 mm ~8 - 9/16"	308 mm 12.125"	497 mm 19 9/16"	490 mm 19 9/32"	29.875"	39.875"	TBD	TBD
Maximum Module Depth	TBD	270 mm ~10 - 5/8"	355 mm 14"	305 mm 12"	711 mm 28"	24"	24"	TBD	TBD
Common Corner Module Track Radii	145 mm 157.5 mm	195 mm 220 mm 220 mm 245 mm 245 mm 270 mm	282 mm 315 mm	353 mm 396 mm	550 mm 610 mm	20" 25"	36" dia 48" dia	TBD	TBD
Corner Module Dimensions	TBD	295 x 295 mm 11 - 5/8" 320 x 320 mm 12 - 19/32" 345 x 345 mm 13 - 9/16"	365 x 365 mm 14.375 x 14.375"	482.6 x 482.6 mm 19 x 19"	711 x 711 mm 28 x 28"	28 x 28"	28 x 28"	TBD	TBD
Height (all modules)	70-100 mm 2.75- 4.0"	70-100 mm 2.75- 4.0"	70-100 mm 2.75- 4.0"	70-100 mm 2.75- 4.0"	70-100 mm 2.75- 4.0"	70-100 mm 2.75- 4.0"	70-100 mm 2.75- 4.0"	70-100 mm 2.75- 4.0"	TBD
Track Interface	TBD	Rokuhan	Kato Unitrack	Tillig	Kato Unitrack	MTH S-Trax	Lionel Fastrack	LEGO & ME Models	TBD
Outer Line Track Offset	TBD	76 mm 3" (Centerline)	38 mm 1.5"	86 mm (Centerline)	83 mm 3.25"	5" (Centerline)	4" (Centerline)	32 mm	TBD
Track Spacing	TBD	25 mm	33 mm	43 mm	60 mm	5"	6"	128 mm	TBD
Electrical Connections	BWWB*	BWWB*	BWWB	BWWB	BWWB	BWWB*	Center Rail	N/A	BWWB*
Electrical Connector	?	Rokuhan	Kato		Kato	?	?	N/A	?

ATTACHMENT C

Electrical Standards

One of the most discussed T-TRAK standards is the wiring standard. The wiring specification is a formal standard. For modules wired for track power and using standard Kato connectors, the specification is that the rails, beginning with the front rail on the front track, be wired in a Blue, White, White, Blue order. This is also known as "blue to the outside". At the time, this was considered to be a benefit because it permitted running a train on each loop (inner and outer) in opposite directions with one DC throttle. Regardless of the historical reasoning, the standard has been in place since the beginning and has not changed. The proper way to reverse the polarity for the inner line is to do so at the power pack and not at the module. All modules that feature a power drop should be wired to the specification and have the Kato power connectors. It is a best practice to have a power drop every six to eight single modules (approximately every 2 meters, or 6-8 feet) around a layout. The Kato wiring accessories (e.g. Unitrack DC Extension cord, Unitrack 3-Way Extension Cord) are sufficient to power layouts that are three tables in length. For very large layouts, there is an updated standard of using a wiring bus similar to that which was developed by the T-TRAK Division of the North Virginia NTRAK club. The details are covered in the formal [T-TRAK Standards](#) document.

ATTACHMENT D

T-TRAK-HO MODULE CONSTRUCTION COSTS

CORNER MODULES

Plywood	\$ 6.34
Glue	\$ 0.50
T-nuts	\$ 1.44
Bolts	\$ 2.70
Track	\$ 18.98
Paint	\$ 0.50
<u>TOTAL</u>	<u>\$ 30.46</u>

STRAIGHT MODULES

Plywood	\$ 3.56
Glue	\$ 0.50
T-nuts	\$ 0.96
Bolts	\$ 1.80
Track	\$ 9.49
Paint	\$ 0.50
Power drop	\$ 7.38
<u>TOTAL</u>	<u>\$ 24.19</u>

Cost of bare mod \$ 7.32

ONE YEAR FREE NMRA STUDENT MEMBERSHIP

Courtesy of the

MIKE JENSEN MEMORIAL STUDENT SCHOLARSHIP FUND

The Palmetto Division of the National Model Railroad Association (NMRA) is offering a free one year Student Membership to any young person up through the age of 18 or a student between the ages of 19 and 25 inclusive with a valid student ID who attends one of our regularly scheduled semi annual Palmetto Division meetings. Each candidate must be sponsored by a Division member and be in attendance at the Division meeting. One candidate will be selected each Division meeting. If more than one candidate is present at a Division meeting the BOD will select the winner.

Come see what the NMRA is all about, make new friends and become an active participant in a life long hobby that is fun.

Rev 0, 18SEP2020

Gift of NMRA Membership to Members of our Armed Forces

The Southeastern Region of the National Model Railroad Association is offering full introductory memberships to individuals serving in this country's Armed Forces and US military veterans. This opportunity has been made possible through the generosity of Piedmont Division member Ed Delattre and his wife Alice. Memberships are available to individuals serving in this country's Armed Forces and US military veterans residing in the boundaries of the Southeastern Region. As an introductory membership, it is not available to current or former members of the NMRA. If you would like to take advantage of this offer, contact your local division superintendent. Contact information is available on the Divisions page of the SER website. If you are a current NMRA member and know someone who may be interested, contact your local division superintendent.

Rev 0 November 23, 2022

AFFIDAVIT

I have verified that (Rank) _____ (Name) _____

is an **“active duty or retired veteran” (circle one)** of the US Armed Forces and is eligible to receive a free regular one year membership in the National Model Railroad Association paid for by the Southeastern Region. (To verify, please ask to see a Military ID card) This is a regular membership that does not include the NMRA magazine/SER Newsletter.

Date _____

Superintendent

Date _____

Witness

Please also submit a NMRA new member registration form signed by the new member.



Membership Application

National Model Railroad Association®
PO Box 1328, Soddy Daisy, TN 37384-1328
Phone: (423) 892-2846 • Fax: (423) 899-4869

U.S. membership only! Non-U.S. residents apply online at www.nmra.org, or request an application from nmrahq@nmra.org

Name _____

Address _____

City _____ State/Prov. _____

Zip/Postal Code _____ Country _____

Phone _____ Date of Birth _____

Email _____ Scale modeled _____

MEMBERSHIPS	AMOUNT
Member with 12-month NMRA Magazine subscription (all rights & benefits)	\$75 for 1 year
Member without NMRA Magazine subscription (all rights & benefits)	\$47 for 1 year
Family - Spouse or minor child of above member in good standing; Write each member's name and date of birth on back (no NMRA Magazine or voting rights)	\$9 for 1 year per name
Student - Anyone under 18 or student between 19-25 having a valid student I.D. (All rights and benefits and 1 year of NMRA Mag.)	\$40 for 1 year
Sustaining - Mandatory for group memberships (clubs, associations, businesses) (all rights and benefits and 1 year of NMRA Mag.)	\$120 for 1 year
Region Newsletter Subscription - for new members Region Name (if known):	\$6 for 1 year
Rail Pass Rail Pass (one time only) (no voting rights)	\$19.95 for 9 mths

PAYMENT METHOD

Cash Check/Money Order

MasterCard Visa American Express Discover

CC No. _____

Exp. Date _____ Code _____

SIGNATURE _____

REV 0 NOV 23, 2022

Palmetto Division Contest Ballot

Model Category

_____

Photograph Category

_____

Tips & Techniques Category

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Palmetto Division Contest Ballot

Model Category

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Photograph Category

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Tips & Techniques Category

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