

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

Revised January 22, 2021

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Policy Book Record Sheet

Item #	Attachment	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	Division 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 Costs	0	8/20/2020	K. E. Majchrzak
	C	T-Trak Standards (Wiki Version)	0	8/20/2020	K. E. Majchrzak
	D	Module Ownership Log	0	9/27/2020	K. E. Majchrzak
8	No	NMRA Student Membership Policy	0	8/18/2020	K. E. Majchrzak
					Rev 0 May 6, 2021

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

NMRA Palmetto 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

Palmetto Division Contest Ballot**Model Category**

#_____

Photograph Category

#_____

Tips & Techniques Category

#_____

Palmetto Division Contest Ballot**Model Category**

#_____

Photograph Category

#_____

Tips & Techniques Category

#_____

Palmetto Division Contest Ballot**Model Category**

#_____

Photograph Category

#_____

Tips & Techniques Category

#_____

Palmetto Division Contest Ballot**Model Category**

#_____

Photograph Category

#_____

Tips & Techniques Category

#_____

Contest Prizes

Favorite Model	First Place	\$20
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Favorite Model	Second Place	\$10
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Tips and Techniques	First Place	\$10
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Photo Contest	First Place	\$10
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Rev 0 21AUG2020

NMRA Palmetto Division Donation Policy

April 7, 2021

The Palmetto Division of the NMRA is not qualified as a charitable organization under 170(c) and 501(c)(3) of the Internal Revenue Code. The value of donations is not deductible from your federal income tax.

Division policy on donations is to accept them without restriction, to be used and/or sold as best suited for the division. The funds received from the sale of surplus materials are used to purchase other materials or otherwise support the development of the Division.

Other alternatives for donating your collection include local model railroad clubs, local railroad museums, Boy Scout councils, libraries, and retirement communities. If a member wishes to sell model- or prototype-related railroad items, we suggest you try posting notices in local club, our division, or the Southeastern Region publications. Also, you may try classified ads in national publications, such as *the NMRA Magazine*, *Model Railroader*, *Railroad Model Craftsman*, or list them with online auction sites like eBay.

For any donations made to the division, the Division Treasurer will provide a receipt to the donor. Donations of items for door prizes at division meetings are excluded from this requirement.

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).

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.

T-TRAK-HO MODULE CONSTRUCTION COSTS - 2020

CORNER MODULES

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

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
TOTAL	\$24.19

Cost of bare module	\$7.32
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T-TRAK Wiki

	T-TRAK-T	T-TRAK-Z	T-TRAK-N	T-TRAK-TT	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	?

<http://ttrak.wikidot.com/t-trak-standards>

Version 20200322

T-TRAK-HO MODULE OWNERSHIP LOG

[illegible]

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.

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