

Northern Pacific Railway Historical Association Policies

This document sets forth the policies governing actions of the Northern Pacific Railway Historical Association (NPRHA) and approved by the NPRHA Board of Directors. (As of August 6, 2001 for the years 2000 & 2001)

Policy on Recognition

1. Members of the Association will be recognized for exceptional accomplishments (a) as **author** or editor or researcher for publications on the Northern Pacific Railway and (b) of **service** to the Association.
2. The author award will be given in odd numbered years. The service award will be given in even numbered years. All members of the Association are eligible for recognition and a member may receive both awards and a member may receive the same award for continuing accomplishments if there has been at least a six year lapse between the two awards. The awards will be announced at the annual convention of the Association.
3. The award in each case shall consist of recognition in the MAINSTREETER, a five year membership in the Association, and a plaque.
4. Each award will have a separate selection committee consisting of the three most recent available recipients of the award. The committee selection shall be final, but it is expected that the committee will consult with other members of the Association in the process of making their selection. The chairman of each committee shall be the senior member of the selection committee.
5. For purposes of commencing the selection process the Association President, Vice President, and Secretary shall select the initial members of each selection committee. So far as possible the initial committees shall be composed of Association members who have been recognized by the Association. No initial committee member shall be a Board of Directors member. The members of each initial committee shall establish the seniority order for the committee.
6. A "President's Award" may be given annually at the discretion of the Association President.

Adopted by the Board of Directors July 19, 2000, Helena, MT.

Policy on Preservation

1. The following and all actions of the Preservation Committee shall be consistent with Article V, Section 9 of the Association By-Laws.
2. The Preservation Committee shall be composed of the Association President and Treasurer plus three other Association members only one of which may be a member of the Board of Directors. The latter three members shall be selected by the Board of Directors. The Committee shall select its own officers.
3. Preservation Objectives. These objectives are subsidiary to the overall duties of the Preservation Committee specified in the By-Laws.
 - To work with the Minnesota Transportation Museum, the Great Northern Railway Historical Society, and other appropriate groups and organizations for the establishment and operation of an archive at the Jackson Street Roundhouse in St. Paul.
 - To work with museums, libraries, historical societies, and others to preserve and make accessible private collections which may be offered for donation or sale.
 - To work with institutions west of Livingston, MT, to establish a site (or sites) with a significant collection of accessible Northern Pacific materials.
 - To seek support for the above from sources outside of the Association.

Adopted by the Board of Directors, July 19, 2000, Helena, MT.

Northern Pacific Railway Historical Association Policies

Policy on Financial Procedures

1. The names of the Association President and Treasurer shall be on all financial accounts of the Association. The Treasurer shall receive directly all the statements and correspondence from the financial institutions holding Association accounts. The Association Treasurer may deposit and withdraw funds from all accounts of the Association. All procedures for receipt and disbursement of funds and all reporting formats shall be approved by the Association Auditor.
2. **Company Store Account:** The name of the Manager of the Company Store shall be on the account as well as the Association President and Treasurer. The Treasurer shall directly receive all statements and correspondence from the financial institution holding the account. The Manager of the Company Store shall deposit and withdraw funds from the Company Store Account except that the honorarium for the Store Manager shall be paid by the Treasurer from another account. The Company Store Manager at the time of the Annual Association Convention shall submit to the Board of Directors (a) profit and loss statements for the immediate prior calendar year and the first six months of the convention year and (b) the dollar amounts of the store inventory at the beginning and end of the immediately prior calendar year and the end of the first six months of the convention year. The Manager of the Company Store shall submit a quarterly financial report to the Treasurer.
3. **Convention Account:** The name of the Convention Registrar shall be on the account as well as the Association President and Treasurer. The Treasurer shall directly receive all statements and correspondence from the financial institution holding the account. The Convention Registrar shall deposit and withdraw funds from Convention Account. By October 15 of each year the Convention Registrar shall submit to the Treasurer a profit and loss statement for the convention. On or about that date the Convention Registrar name on the account will be changed to that of the registrar for the next convention and the Association Treasurer will withdraw from the account surplus funds.
4. **Membership Account:** The name of the Membership Secretary shall be on the account as well as the Association President and Treasurer. The Treasurer shall directly receive all statements and correspondence from the financial institution holding the account. The Membership Secretary shall deposit funds in the account, but shall not withdraw funds from the account. At the discretion of the Treasurer the Membership Account may also be the Treasurer's Account, but in any event the depositing of funds should be convenient for the Membership Secretary. If the Treasurer's Account is a separate account, the Treasurer shall periodically withdraw money from the Membership Account so excess funds do not accumulate in the account.

Adopted by the Board of Directors, July 19, 2000, Helena, MT.

Policy on the Publications Committee

1. The Publications Committee shall be composed of three members. Two members shall be appointed by the Association President and approved by the Board of Directors for two-year overlapping terms. Only one member may be a member of the Board or Directors. The third member of the committee shall be the Editor of *The Mainstreeter*. The Editor shall be the committee chairperson and shall not be a member of the Board of Directors.
2. The Editor is solely responsible for bringing to publication "The Mainstreeter" and the annual calendar consistent with the By-Laws and any directives by the Board of Directors. The Publications Committee shall exercise oversight of the performance of the editor. The Committee shall not supervise the editor.
3. Publications Committee members shall share and discuss all comments received on the quality and content of Association publications.
4. The Publications Committee shall annually report in writing to the Board of Directors on any and all matters, that in their judgment importantly affect the quality and content of Association publications.

Adopted by the Board of Directors, July 11, 2001, Duluth, MN.

Northern Pacific Railway Historical Association Policies

Policy on Membership Renewal

If after sixty days following a renewal notification a member has not responded, a reminder notice shall be sent.
Adopted by the Board of Directors, July 19, 2000, Helena, MT.

Policy on Support for Restoration & Maintenance of Structures & Equipment

Finding:

From time to time the NPRHA receives requests seeking financial support for restoring or maintaining former Northern Pacific Railway structures and equipment. There are many such efforts going on across the former NP system. The NPRHA supports such activities in ways other than direct financial aid. The cost of restoring and maintaining a structure or piece of equipment can be thousands of dollars on a continuing basis. A better use of the Association preservation resources is to support important NPRHA activities such as articles in *The Mainstreeter*, presentations at the annual convention, creation of books, and providing information generally.

Policy:

1. The preservation resources of the NPRHA are best used to acquire, preserve, and make available informational and photographic material.
2. In a few cases, the purpose of restoration may be to create a railroad oriented museum. In such cases, after the local participants have demonstrated serious commitment to such a purpose, the NPRHA may make a one-time donation for the purpose of assisting the local organization in their fund-raising efforts by showing they have the support of the NPRHA.
3. The criteria for making such a donation shall include:
 - a. There is a responsible organization running the project.
 - b. The project has a reasonable chance of success.
 - c. It does not duplicate similar efforts in the region.
 - d. NPRHA support can be expected to have a significant impact.
 - e. There is a significant collection of NP items to display when the project is complete.
4. The NPRHA is not obligated to make any such donations and if it should do so, it shall not make more than two donations in any calendar year and shall not donate more than \$2,000.00 in any calendar year.

Adopted by the Board of Directors, July 11, 2001, Duluth, MN.