



A policy of the Muskegon Railroad Historical Society Regulating Facility & Layout Changes and Alterations

Enacted this September 19, 2006, the MRHS Board of Directors enact the following policy regulating changes and alterations to the MRHS facilities and model railroad layouts.

In an effort to regulate the alteration and/or construction/demolition of any MRHS facility or model railroad layout, the following policy is enacted.

Prior to any significant alteration to the facility or layout, the committee overseeing the facility/layout must establish posted meeting times at which any member of the MRHS is entitled to participate in and contribute to the discussion regarding the alteration. Written minutes of these meetings must be kept and presented to the Board of Directors at either a general membership or board of directors meeting. Details of the changes being proposed must adhere to the following guidelines:

Design changes:

Changes to the building, fundamental design, track pattern, scenery, wiring or layout theme must be discussed and planned openly prior to any physical action taking place. At a minimum, this involves:

1. Actively pursuing comments from all active committee members
2. Discussion with the current board-appointed committee chairperson

If the proposed change involves expenditures of over \$100 or affects the normal ability of members to operate for more than two consecutive sessions, then a written proposal must be developed and presented to the MRHS board. The board must approve expenditures over \$100 and approve the design change. The written proposal may include sketches, wiring diagrams or text, at the committee chairperson's discretion, sufficient to convey the intent of the proposed change.

Changes that modify wiring of the layout must generate a final wiring diagram for future troubleshooting. This need not be delivered until after the changes are complete. The committee chairperson is responsible for making sure it is delivered and for making it available as needed.

Maintenance:

The building and all layouts must undergo maintenance to be kept operational. This task is overseen by the board-appointed committee chairperson, but may be assigned to or performed by any active member. Each layout is allocated a budget each year by the board. The committee chairperson is responsible, along with the board treasurer to ensure the budget is kept intact. Each committee chairperson is authorized to make expenditures of up to \$100 for repairs at their discretion.

Replacement-in-kind:

This type of repair is to keep the building/layout operational. An example of this would be a broken or damaged track switch.

1. Evaluate maintenance incident for severity - repair or replace on the spot if possible
2. Report maintenance incidents to committee chairperson
3. Committee chairperson or designee obtains parts, if not on hand
4. If cost to make repair exceeds \$100, the committee chairperson shall estimate the cost and will report to the board for authorization
5. Repairs put into effect

Upgrade Repair:

This type of repair is made to repair a problem where new or better components have become available. An example of this would be a new model switch machine or new power pack.

1. Report maintenance incidents to committee chairperson
2. Committee chairperson or designee obtains parts
3. If cost to make repair exceeds \$100, the committee chairperson shall estimate the cost and report to the board for authorization
4. Repairs put into effect

Note: upgrades not effecting a repair are to be treated as a design change.

Signature:

President Thomas Anderson

Secretary Thomas Van Bruggen
