

# Hawkeye Model Railroad Club

## Policy Manual

Adopted March 21, 2007

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## **PREFACE**

The purpose of this Policy Manual is to inform Club members of the policies, practices, and procedures of the Hawkeye Model Railroad Club. The Policy Manual also provides forms that a member might need.

All members are expected to follow the guidelines put forth in the Policy Manual. The membership of a person who shows a continued disregard for these guidelines may be terminated as provided by the Club Bylaws.

## **DUES AND EXPENSES**

As established at the June 21, 2006 meeting of the Hawkeye Model Railroad Club, the monthly dues of the Club are as follows:

Regular Member	\$20.00
Student Member	\$10.00
Youth Member	\$ 5.00
Member With Special Circumstances	to be determined by the Board

In addition to dues, members might incur additional costs associated with running trains on the Club layout.

The Club layout has an NCE Digital Command Control system. This requires that an electronic decoder be installed in every powered locomotive that runs on the Club layout. Also, an NCE cab and cord with a DIN connector are required to control the locomotives. A member wanting to run his or her own locomotives on the Club layout will need to provide the appropriate decoder. If a member has a locomotive without a decoder and does not know how to install a decoder, help is available with installation but the member must provide the decoder. The cab to operate the locomotive may be purchased, borrowed, or shared, but the Club will not provide cabs for the members. Cabs and cords should be marked for identification purposes.

Even though the display layout is DC, it is intended for display trains only and members cannot expect to run personal equipment on the display layout.

If a member wishes to participate in operating sessions, a radio capable of operating on the Club frequencies, with headset, might be required. The radio with headset may be purchased, borrowed or shared, but the Club will not provide radios and headsets for members.

In general, members are expected to provide their own tools for working on the layout.

## **CLUB PRACTICES**

Club announcements, distribution of minutes from Club meetings, and general Club communications are done via email. If a Club member does not have access to email, other arrangements can be made for receiving Club information. Members should notify the Club Secretary if their email address changes or if they do not have access to email.

If a Club event is scheduled and the weather is threatening, members should check their email before going to the Club to find out if the event has been cancelled. When possible, an email announcing the cancellation of the event will be sent out at least thirty minutes before the start of the event.

The bulletin boards near the southeast door are for posting Club information as well as items of interest to model railroaders, such as announcements of railroad shows or exhibits and articles from newspapers or other publications.

Members should recycle paper, cardboard, and recyclable plastic containers when possible. There is a box in the Club space for this purpose.

Participation in organized cleanup activities is required of all members.

Members should clean up after themselves and strive for a clean space as well as a clean layout. If possible, the layout should be left in an operable state when work on a project is interrupted. Non-layout related items should not be placed on the layout unless work is being done on that portion of the layout.

At the end of a work session, tools and supplies should not be left on the layout or in the aisles.

Members should inform a Layout Coordinator when additional supplies are needed. The Coordinators are not always aware of the need for materials or supplies.

Use of language offensive in any way to other members, including references to race, ethnicity, gender, religion, or lifestyle choice, is not allowed.

Personal attire shall be appropriate and non-offensive.

Radios, TV's, and other audio devices may be used as long as the volume is kept at a level that does not interfere with other persons' use of the space, including visitors to the Antique Car Museum. Choice of programming should be compatible with other members' level of tolerance.

The Club space is pitch black when the lights are out. It is recommended that members carry a small flashlight or brightly-lighted cell phone in case of a power outage.

## CLUB SPACE

The Club space is within the building that houses the Antique Car Museum of Iowa and the Johnson County Historical Society. Club members have access to the Club space through two interior doors. Access to the interior doors during times when the museum is open is through the main entrance of the building or through the southeast door of the building. When the museum is not open, access is through the southeast door only.

The southeast exterior door to the building has a realtor-type lock box that contains a key to the door. See the first two photos below. To unlock the box, enter the access code provided by the Club Secretary, push down on the "open" slide, and pull out the panel. Use the key to unlock the door and replace the key panel in the lock box by repeating the unlock procedure. If necessary, push down on the "reset" slide to start over.

The exterior door will lock automatically when it shuts, but it can be set to remain unlocked. An Allen-wrench type of key is stored in the top track of the doorframe. From the inside, push the bar in as if to open the door. While holding the bar in, turn the key in the hole in the bar. The bar should remain pushed in. To lock the door, turn the key in the hole until the bar pops out. Replace the key in the top track of the doorframe. Before leaving, the last person out should always check to make sure the exterior door is locked.

The interior doors are unlocked by entering an access code followed by pressing the button with the "unlock" icon. See the third photo below. Members should contact the Club Secretary for the access code. Once inside the Club space, the doors can be locked or unlocked using the button on the doorknob. From the outside, the doors can be locked by pressing the button with the "locked" icon. When leaving the Club space, be sure to check whether the door is locked or unlocked, as desired. Don't assume the door is locked or unlocked. Before leaving, the last person out should always check to make sure the interior doors are locked.



Realtor-type lock box.



Interior door lock.

Members have access to the restrooms across the hall from the Club space. The restrooms are the only cleanup areas to which the Club has access. The restrooms should be left in the same condition as or better than you found them.

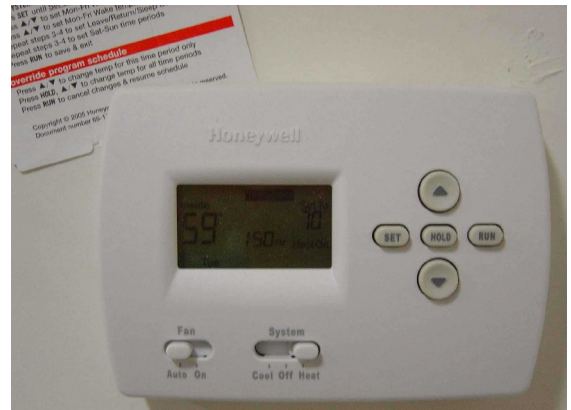
Because of museum security, members are not allowed to wander around the building.

The Club does not have a telephone. In an emergency, if the museum gift shop or Johnson County Historical Society are open, they may provide access to a telephone. If they are not open, there is no phone access. However, cell phones work in the Club space and many members have cell phones.

The four-plex electrical outlets in the room are wired in two ways. The power for the two sockets labeled "Switched Track Power" is switched on and off using wall switches by the doors. The power for the two sockets labeled "Continuous Power" is always on.

The ceiling fans should be left on at all times, even when no one is in the building. This is especially important in the winter to keep warm air circulating over the sprinkler supply pipes. The control for the fans over the Club space is on the wall near the coat hooks.

There are two thermostats in the Club space. One is on the east wall near the north door. The other is on the north wall in the short part of the "L" shaped space. The thermostats are programmed to warm the space when the museum is open and to conserve energy when the museum is closed. If the space is too cold for comfort during times when the museum is closed, press the button with the arrow pointing up on the right side of the thermostat. The display should show an incremental increase in the desired temperature of the space. Increase the temperature to the desired setting. The thermostat will stay at the desired temperature for a couple of hours and then return to the programmed temperature automatically. No other action is required. The directions are next to the thermostat, if needed.



A box of Band-Aids can be found next to the bulletin boards.

## **SAFETY**

To promote safe and enjoyable use of the Club space, members of the Club are expected to abide by the following guidelines.

- A person alone in the Club space is responsible for informing others of his or her presence in the Club space in case of an emergency. Gift Shop or Johnson County Historical Society workers would be appropriate, as would other Club members or family members.
- Safety glasses must be worn when operating a Dremel-type rotary tool. People nearby should be informed when the tool will be used.
- Tools such as knives, saws, drills, and cutters should be used with care.
- Anyone under the age of 18 must get written permission from a parent or guardian before they will be allowed to use power tools. A permission form is provided in the Forms section of the Policy Manual.
- A person who has a disability that interferes with safe operation of power tools must refrain from operating power tools.
- Spray painting is not allowed in the Club space.
- When toxic glues or solvent-based paints are used, adequate ventilation must be provided.
- Rags soiled with flammable substances must be stored or disposed of in a sealed container.
- Hot soldering irons must be protected from accidental contact with persons or combustibles and must be unplugged after use.
- If heavy lifting is necessary, enough people should be recruited to help so that no one is injured.
- Only non-metal ladders may be used, and weight limits should be observed.
- If it is necessary to climb higher than 3 ft, a person should be recruited to stand by in case help is needed.
- Anyone making a mess must clean up after himself or herself.
- The Club space is a non-smoking, drug-free, alcohol-free environment.

## VISITORS

Club members should encourage non-members to visit the Club layout. Visitors should sign the Club guest book so that the Club has a record of the number of people that visit the layout. The guest book could be used to show the City of Coralville, the Antique Car Museum of Iowa, and the Johnson County Historical Society that the Club is an attraction deserving of space if/when the issue comes up.

Visitors must behave as good guests. Visitors who act inappropriately may be asked to leave the Club premises.

Visitors should be made aware that member dues and donations from the general public support the Club.

A visitor may run trains if supervised by a Club member.

Visitors may participate in operating sessions with the understanding that, if there are many members attending the operating session, it might be necessary to wait for a job to open up. Members should double-up on jobs with visitors during operating sessions until the visitors are oriented to the operating procedures.

A visitor having special or exceptional skills in an area where the Club membership is lacking may work on a Club project if desired. The project must be of such scope that it can be finished in a few work sessions.

An individual who visits frequently may be asked to apply for membership in the Club.

## **DONATIONS**

Member dues and donations support the Club. Donations are always welcome. However, potential donors should understand that the Club might not be able to use every item donated and that the Club might sell or dispose of items that it cannot use. If a donor does not agree to the Club's use of an item, then the Club may refuse to accept the item. If the Club accepts a donation and later finds out that the item is worth far more than the Club or the donor thought, then the Club may return the item to the donor and inform the donor of the item's worth, sell the item and keep the proceeds, or sell the item and share some or all of the proceeds with the donor.

The Club is classified as a public charity under section 501(c)3 of the Internal Revenue Code. Contributions to the Club are deductible under section 170 of the Code. A receipt for tax purposes will be given to the donor. The receipt will include the name of the donor, the date of the donation, the dollar amount if the donation is money, a description of the item or items donated if other than money, and the name of the Club member receiving the donation on behalf of the Club.

If a donation is made by a non-member, the Club will send a thank-you note to the donor.

The Board will keep records of donations.

## **ITEMS ON LOAN TO THE CLUB**

An item loaned to the Club will be identified by a code consisting of two letters and three numbers. The two letters designate the owner of the item and the three numbers indicate which item of possible multiple items. The owner of the item will label the item with the code in an inconspicuous manner. Contact the Club Secretary for an identification code.

The Board will keep records of loaned items. The record will include the identification code, a description of the loaned item, the date loaned, the length of the loan, a photograph of the item (if available), and a note of when the item is returned to the owner. A form is available for recording the required information.

If locomotives or cars loaned to the Club are left on the layout, anyone may run them on the layout. If someone does not want their rolling stock used by others, then they should not leave them on the layout.

The owner assumes liability if the item loaned is damaged, lost, or stolen.

## **SPENDING APPROVAL PROCEDURE**

As per the Bylaws, purchases of \$25 or less need no prior approval, purchases between \$25 and \$500 require prior written approval by the board of directors, and purchases over \$500 need prior approval by a two-thirds majority of Regular Members in good standing represented at a meeting. Purchases under \$25 require no prior approval but are limited to items that are needed immediately for layout construction or maintenance of the Club space, including but not limited to lumber, glue, paint, fasteners, ground foam for scenery, ballast, paper towels, and garbage bags. Items such as rolling stock, structures, and scenery details are not included in the \$25-or-less items and should be discussed with the Layout Coordinators and the board of directors for consideration for purchase.

All purchases should be discussed in advance with the Layout Coordinators as they are in the best position to prioritize the needs for the layout. If a purchase is expected to require more than \$25, the Layout Coordinators should discuss the purchase with the board of directors as the board is in the best position to know current Club finances. For purchases over \$25 but less than \$500, prior written approval from the board is required. Written approval may be given via email. Purchases over \$500 require a vote of the Club at a meeting.

In order to be reimbursed for any purchase, regardless of value, the purchaser must submit a valid receipt for the purchase and a properly completed invoice. An invoice is shown in the Forms section of the Policy Manual. Blank invoices are available in the Information notebook next to the bulletin boards at the Club.

## **PROCEDURE TO AMEND THE POLICY MANUAL**

The Club Space section of the Policy Manual contains factual information. This section may be amended at any time if the information changes. Club approval is not necessary, but all Club members must be informed of the changes.

All other sections of the Policy Manual require Club approval for amendment. Amendments shall be approved by a majority of Regular Members represented at a meeting. Voting shall take place at a business meeting or at a special meeting of the Club with notice of the vote consistent with Article II, Section 7 of the Bylaws.

## **OPERATIONS**

To be determined by Club Layout Operation Team.

## **CONFLICT OF INTEREST POLICY**

### **Article I: Purpose**

The purpose of the conflict of interest policy is to protect Hawkeye Model Railroad Club's (HMRC) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the HMRC or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II: Definitions**

#### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the HMRC has a transaction or arrangement.
- b. A compensation arrangement with the HMRC or with any entity or individual with which the HMRC has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, an entity or individual with which the HMRC is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Article III:**

#### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interests and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a

disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- c. After exercising due diligence, the governing board or committee shall determine whether HMRC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in HMRC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict of Interest Policy
- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### Article IV: Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceeding.

#### Article V: Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from HMRC for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from HMRC for services is precluded from voting on matters pertaining to that members' compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from HMRC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### Article VI: Annual Statements

Each director, principal officer, and member of a committee with governing board delegated

powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands HMRC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### Article VII: Periodic Reviews

To ensure HMRC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to HMRC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

#### Article VII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, HMRC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## FORMS

**PROXY VOTING FORM**

I, \_\_\_\_\_, a Regular Member of the Hawkeye Model Railroad Club in good standing, hereby name \_\_\_\_\_ to vote in my stead as instructed below at the meeting to be held on \_\_\_\_\_, 200\_\_, or at any adjournment thereof. I reserve the right to reclaim this proxy should I attend the meeting in person.

---

Instructions:

Vote IN FAVOR OF

---

Vote AGAINST

---

OTHER INSTRUCTIONS

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Use additional sheets if necessary. \_\_\_\_ additional sheets attached.

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Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## INVOICE

Invoice submitted by \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_, Treasurer, Hawkeye Model Railroad Club. Receipts for the purchase of the following item(s) for the Club are attached.

Date:	Place of Purchase:				
Description of Item(s)		Use	No./Qty	\$/Item	Price, \$
<b>Discount (if applicable):</b> ____ %					
<b>Tax:</b> rate ____ %					
<b>Subtotal, \$</b>					

Date:	Place of Purchase:				
Description of Item(s)		Use	No./Qty	\$/Item	Price, \$
<b>Discount (if applicable):</b> ____ %					
<b>Tax:</b> rate ____ %					
<b>Subtotal, \$</b>					

<b>Grand Total, \$</b>	
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**Instructions:** Fill in information as follows.

- Date:** date of purchase
- Place of Purchase:** vendor name
- Description of Item(s):** description of each item
- Use:** intended use of item: 1 – Club Support; 2 – Electrical; 3 – Layout Structure; 4 – Scenery; 5 – Trackwork; 6 – Layout Maintenance; 7 – Rolling Stock; 8 – Miscellaneous
- No. /Qty:** number or quantity of item(s)
- \$/Item:** cost per item
- Price:** overall price for item
- Discount:** discount from regular price
- Tax:** tax rate
- Subtotal:** subtotal for purchase
- Grand Total:** total of invoice

**Invoices that are incomplete or without receipt(s) will not be processed.**

For Office use only:

Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount \_\_\_\_\_



**MEMBERSHIP APPLICATION**

**Hawkeye Model Railroad Club**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

email: \_\_\_\_\_

Age: \_\_\_\_\_

Category of Membership: Regular \_\_\_\_\_ Student \_\_\_\_\_ Youth \_\_\_\_\_

If applying for Student Member, what school do you attend? What degree are you pursuing?

If applying for Youth Member, who is your sponsor?

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**Background and Interests:**

Do you have a layout at home?

In what scale do you model?

How long have you been involved in model railroading?

What prototypes do you like?

What eras are of interest to you?

What modeling activities do you have experience with or interest in (please circle):

Benchwork, Wiring, Electronics, Scenery, Structures, Details, Operation, Other (please explain)

What are your expectations of membership in the Club?

---

I understand that members are expected to follow the regulations set forth in the Club Bylaws and Club Policy Manual. I also understand that in addition to monthly dues there might be expenses required for running trains on the Club layout and for participating in operating sessions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENTAL PERMISSION FORM**

I understand that members of the Hawkeye Model Railroad Club are expected to follow the regulations set forth in the Bylaws and Policy Manual. I also understand that in addition to monthly dues there might be expenses required for running trains on the Club layout and for participating in operating sessions. I acknowledge that there are potential safety hazards, such as power tools, knives, soldering irons, hot glue guns, solvent-based paints, and toxic glues, involved in the practice of model railroading, and that even though efforts shall be made to minimize the dangers there is a risk of injury to Club members.

\_\_\_\_\_ has my permission to join the Hawkeye Model Railroad Club as a Youth Member.

Signature: \_\_\_\_\_

Parent or Guardian (circle one)

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

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**POWER TOOL PERMISSION FORM**

I understand that power tools are available for use by Hawkeye Model Railroad Club members. I acknowledge that there are potential safety hazards involved in using power tools, and that even though efforts shall be made to minimize the danger there is a risk of injury to Club members.

\_\_\_\_\_ has my permission to use power tools when working on layout-related items for the Hawkeye Model Railroad Club.

Signature: \_\_\_\_\_

Parent or Guardian (circle one)

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**PLEDGE FORM**

Each charter member of the Hawkeye Model Railroad Club pledged to make a monetary contribution to the Club in addition to his or her Club dues. These funds allowed the Club to pay for fees required to obtain non-profit status, fees to apply for a 501(c)3 exemption from the IRS, construction of a display layout, and the preparation of the Club space, including construction of two walls and purchase and installation of doors with locks, display windows, lights, wiring, thermostats, etc. These funds also allowed the Club to begin building a substantial portion of the Club layout.

New members are asked to consider making a pledge to make a monetary contribution to the Club, above and beyond Club dues, to help with the ongoing construction and maintenance costs of the Club. Membership in the Club is not contingent on making a pledge. New members would not be expected to make pledge payments until they are voted into the Club.

I, \_\_\_\_\_, pledge \$\_\_\_\_\_ to the Hawkeye Model Railroad Club for costs associated with maintaining the Club space and construction of the Club and display layouts. My pledge, in a single payment or installments, shall be honored by \_\_\_\_\_ (date(s)).

**NEW MEMBER ATTENDANCE SHEET**

As per the Bylaws, new members of the Hawkeye Model Railroad Club are on probation until voted into the Club by a majority of the Regular Members in good standing. One of the requirements of probation is to attend three business meetings and to spend at least one hour per day at the Club with other Club members on three different days within a time frame of not less than three months and not more than six months. The following form is intended to help the new member keep track of his or her attendance requirements. This form may be posted on the Club bulletin board for easy access.

New Member Attendance Sheet for \_\_\_\_\_

Business meeting date: _____	Attendance verified by: _____
Business meeting date: _____	Attendance verified by: _____
Business meeting date: _____	Attendance verified by: _____
Work session date: _____	Attendance verified by: _____
Work session date: _____	Attendance verified by: _____
Work session date: _____	Attendance verified by: _____

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