

**Midwest Region
National Model Railroad Association, Inc.**

**Convention Committee
Policies & Procedures**

Article I – Authority and Purpose

1. These Policies & Procedures are established pursuant to Article IV, Section 1, Subsection c and Article IX, Section 1 of the Bylaws of the Midwest Region (hereinafter the “Region”). The Region’s Constitution, Bylaws and Policies & Procedures set forth rules regulating the affairs of the Region. Collectively these organizational documents constitute the Executive Handbook.
2. The purpose of these Policies & Procedures is to facilitate implementation of the Convention Committee’s responsibilities.
3. Questions about these Policies & Procedures should be referred to the Region’s Convention Committee Chairman and other Region officials as appropriate.

Article II – Bids

1. Any Division, club, or other organized group within the Region may sponsor a Region convention.
2. Bids must include proposed dates and location and any other information that will facilitate evaluation of the bid, for example, a prototype tour, a well-known clinician, an outstanding layout, etc.
3. Unless an exception is approved by the Region Board, proposed dates must be in April or May and must avoid holidays such as Mother’s Day and Memorial Day.
4. All bids must be submitted to the Region Convention Chairman and must be accepted by the Region Board of Directors. Generally, bids should be submitted at least twenty-four (24) months prior to the dates for the convention.

Article III – Startup Funding

1. After the Region Board of Directors awards a convention to a Division, club or other organized group (hereinafter the “host organization”), the host organization may request up to \$2,000 in convention startup funding from the Region Treasurer.
2. Any funds provided by the Region will be accounted for as Miscellaneous Income in the spreadsheet required by Section 2 of Article VII below.

Article IV – Activities

1. Purpose of the Convention. The purpose of convention activities is to promote, stimulate, foster, and encourage the art and craft of model railroading by providing educational opportunities for attendees.
2. Registration.
 - a. All individuals attending a convention must pay the convention only registration fee. This includes all persons associated with the host organization.
 - b. Both advance (pre) registration and on-site registration must be provided.
 - c. The Region will reimburse the following individuals for the convention only portion of their registration fees: at 100%, Model and Photo Contest Subcommittee Chairmen; at 50%, Contest Judges. Subcommittee Chairmen and Contest Judges should submit requests for reimbursement to the Region Treasurer. These reimbursements are a Region cost. They are not a convention cost and shall not be included in determining the convention’s financial results.
3. Required Activities.
 - a. Clinics. The host organization will schedule adequate clinics to ensure instruction for both the beginner and the advanced modeler. All clinics should be briefly described in the convention program.
 - b. Contests. The host organization will provide adequate, secure space for judged model and photo contests. Space requirements should be discussed with the Region Model and Photo Contest Subcommittee Chairmen. Judged contests will be conducted in accordance with the policies and procedures of the Model and Photo Contest Subcommittees as published on the Secretary’s Page of the Region website. The host organization may provide for popular vote model contests in addition to the judged model contests.
 - c. Hospitality. The host organization shall provide an area for fellowship and relaxation.

- d. Layout Tours. Conventions must have a minimum of three (3) layouts, which may include club layouts, for attendees to view. Copies of legible tour maps must be prepared for all attendees.
 - e. Non-Rail Program. The host organization shall make every effort to provide a non-rail program.
 - f. Awards Ceremony. The host organization will provide time (45 minutes) and a place for presentation of contest and other awards. The place should accommodate substantially all of the convention attendees. Generally the awards ceremony should be scheduled after any banquet Saturday evening or before the Region Board meeting Sunday morning. The Region will provide any special awards, award certificates and trophies/plaques for all judged model and photo contests. The day and time for the awards ceremony should be coordinated with the Region Model and Photo Contest Subcommittee Chairmen.
 - g. Region Annual Meeting. The host organization will provide time (15 minutes) and a place for the Region's Annual Meeting of Members. The place should accommodate substantially all of the convention attendees. Generally the annual meeting should be scheduled after any banquet Saturday evening or before the Region Board meeting Sunday morning. The day and time for the meeting should be coordinated with the Region Secretary.
 - h. Region Board Meeting. The host organization will provide a room that will accommodate at least forty (40) individuals for the Sunday morning Region Board meeting. A hollow square room setup is preferable. At least two hours should be scheduled for the meeting. The day and time for the meeting should be coordinated with the Region Secretary.
4. Optional Activities.
- a. Auction. The host organization may schedule an auction. The auction should be conducted generally in accordance with the policies and procedures of the discontinued Auction Subcommittee as published on the Secretary's Page of the Region website. Any commission collected by the host organization shall be retained by the host organization and shall not be included in determining the convention's financial results.
 - b. Banquet or Brunch. The host organization may schedule a banquet or a brunch.
 - c. Company Store. The host organization may operate a company store where Division and club railroad-related items may be sold. The host organization may impose up to a ten percent (10%) service charge on the value of sales. Any service charges collected by the host organization shall be retained by the host organization and shall not be included in determining the convention's financial results.

- d. Operating Sessions. The host organization is strongly encouraged to schedule operating sessions.
- e. Prototype or Industrial Tours. Prototype or industrial tours are strongly encouraged.

Article V – Promotion

1. *Waybill*. The host organization must provide a description of convention activities and a registration form for publication in the Winter issue of the *Waybill* immediately prior to the convention. The Winter issue of the *Waybill* is distributed to every member of the Midwest Region regardless of their *Waybill* subscription status. Material for the Winter issue must be received by the editor by November 10th. The host organization should consider providing convention information for the Summer, Fall and Spring issues immediately prior to the convention. Material for these issues must be received by May 10th, August 10th and February 10th, respectively.
2. *Convention Website*. The host organization should establish a convention website that describes convention activities and provides a tentative schedule of events, hotel information and the registration form. The convention website should be linked to the Region website, including the Convention page and the Secretary's page where Model and Photo Contest Policies & Procedures are published.
3. *Division Meets, Newsletters and Websites*. The host organization should ask the Divisions to provide information about the convention at their meets, to publish information about the convention in their newsletters and to link their websites to the convention website.
4. *NMRA Magazine*. The host organization should consider writing an article about the convention for *NMRA Magazine* and/or advertising in *NMRA magazine*.

Article VI – Profit or Loss

1. Profit or loss shall be divided equally between the host organization and the Region.

Article VII – Reports

1. After a bid is accepted, the host organization must keep the Region Convention Chairman, the Region Secretary, the Region Treasurer and the Region Model and Photo Contest Subcommittee Chairmen informed regarding its progress in planning the convention. Periodic telephone conference calls are an effective means of ensuring that the host

organization's convention committee and Region officials are apprised about planning progress.

2. The host organization must develop a budget for the convention using the attached spreadsheet. Prior to publication of the registration form, the host organization must submit a final budget to the Region Convention Chairman and the Region Treasurer. If you are viewing these Policies & Procedures from the Secretary's Page of the Region's website, you can download a Microsoft Excel version of the spreadsheet by right clicking [here](#).
3. In budgeting and incurring expenses, the host organization must ensure that all costs are prudent and necessary for a successful convention. Any costs that are significantly in excess of originally budgeted costs should be discussed with the Region Convention Chairman and Region Treasurer before they are incurred, particularly any cost that will result in a loss.
4. Within 90 days after the convention, the host organization must report convention results to the Region Convention Chairman and the Region Treasurer using the attached spreadsheet. If you are viewing these Policies & Procedures from the Secretary's Page of the Region's website, you can download a Microsoft Excel version of the spreadsheet by right clicking [here](#).
5. If the convention has a profit, the host organization will remit the Region's share of the profit to the Region Treasurer. If the convention has a loss, the host organization will submit a request for reimbursement of the Region's share of the loss to the Region Treasurer.

20xx Convention Budget and Actual Income & Expenses									
Category (Note 1)	Subcategory (Note 2)	Unit Amt	Quantity	Budget Total	Quantity	Actual Total	Notes		
Expenses									
Speaker(s)	Rooms			0.00		0.00			
	Transportation			0.00		0.00			
	Miscellaneous (Note 3)			0.00		0.00			
	Subtotal			0.00		0.00			
Advertising	NMRA Magazine			0.00		0.00			
	Direct Mail			0.00		0.00			
	Flyers			0.00		0.00			
	Miscellaneous (Note 3)			0.00		0.00			
	Subtotal			0.00		0.00			
Banquet/Brunch	Facilities			0.00		0.00			
	Food			0.00		0.00			
	Bar			0.00		0.00	No "open" bar		
	Miscellaneous (Note 3)			0.00		0.00			
	Subtotal			0.00		0.00			
Door Prizes				0.00		0.00			
Tour Costs	Prototype Tour #1			0.00		0.00			
	Prototype Tour #2			0.00		0.00			
	Layout Tour Maps			0.00		0.00	If not in Convention Program		
	Layout Tour Signs			0.00		0.00			
	Miscellaneous (Note 3)			0.00		0.00			
	Subtotal			0.00		0.00			
Clinic Costs	Extra Fare Clinic #1			0.00		0.00			
	Extra Fare Clinic #2			0.00		0.00			
	Miscellaneous (Note 3)			0.00		0.00			
	Subtotal			0.00		0.00			
Facilities	Clinic Rooms			0.00		0.00			
	Contest Room			0.00		0.00			

20xx Convention Budget and Actual Income & Expenses									
Category (Note 1)	Subcategory (Note 2)	Unit Amt	Budget		Actual		Notes		
			Quantity	Total	Quantity	Total			
	Annual Mtg Room			0.00		0.00	If not in Banquet/Brunch Rm		
	Board Mtg Room			0.00		0.00			
	Miscellaneous (Note 3)			0.00		0.00			
	Subtotal			0.00		0.00			
Non-Rail	Clinic Room			0.00		0.00			
	Materials			0.00		0.00			
	Non-Rail Program			0.00		0.00	If not in Convention Program		
	Transportation			0.00		0.00			
	Tour Tickets			0.00		0.00			
	Miscellaneous (Note 3)			0.00		0.00			
	Subtotal			0.00		0.00			
Registration	Convention Program			0.00		0.00			
	Name Tags			0.00		0.00			
	Signs in Hotel			0.00		0.00			
	Miscellaneous (Note 3)			0.00		0.00			
	Subtotal			0.00		0.00			
Rail Pass Fee				0.00		0.00			
Miscellaneous (Note 3)				0.00		0.00			
	Total Expenses			0.00		0.00			
Income									
Registrations	Pre-Convention Early Fare								
	Rail: Member			0.00		0.00			
	Rail: Non-Member			0.00		0.00			
	Non-Rail			0.00		0.00			
	Pre-Convention Full Fare								
	Rail: Member			0.00		0.00			
	Rail: Non-Member			0.00		0.00			
	Non-Rail			0.00		0.00			
	On-Site Extra Fare								
	Rail: Member			0.00		0.00			

