Mid-Continent Railway Historical Society, Inc.

North Freedom, WI

Employee/Volunteer Handbook

January, 2021

This Handbook is not an Employee Contract

Employees

The Mid-Continent Railway Historical Society Employee/Volunteer Handbook is not a contract of employment, expressed or implied, nor does it guarantee employment for any set time or duration. Continued employment typically is based upon good performance and on-going evaluations. However please note that either the employee or the company is free to discontinue the employment relationship at any time and for any reason in accordance with all general terms of state law regulating employment at will.

Volunteers

This Handbook is intended to help Mid-Continent volunteers to perform their tasks safely and in the best interest of Mid-Continent. To serve as a volunteer is an assurance of willingness to obey and abide by these rules and guidelines. Failure to do so may be cause for dismissal or loss of membership.

Obedience to the rules and guidelines is essential to safety and is required. Volunteer participation demands the faithful, intelligent, and courteous discharge of duty. To obtain promotion, ability must be shown for greater responsibility. Volunteers are responsible for the safety and obedience of non-member guests while on MCRHS property. Volunteers will be governed by Wisconsin State Statute Chapter 103 and Chapter DWD 270 of the Wisconsin Administrative Code, as it pertains to volunteers/employees under the age of 18. Volunteers should report hours worked on appropriate form. Forms for this purpose are located in the members' restroom, the engine house, and the Car Shop building. Volunteers may be employed from time to time. If employed, they must follow all rules of employees. Volunteers/members are **NOT** covered by MCRHS workers comp insurance. Any accidents and injuries shall be of the volunteer/ member's account.

The organization reserves its right to unilaterally modify, change, disregard, suspend or cancel at any time and without prior notice, all or any part of the Handbook's contents, as business circumstances may require.

New employees will receive a copy of this handbook, and are required to read and understand the contents. Volunteers and members should access this handbook on our website members page, www.midcontinent.org/members , or may request a copy from the museum office. Because Board and Committee policies and the By-Laws change from time to time, it is understood that it is the sole responsibility of the employee/volunteer to keep abreast of these changes and keep this Handbook up to date.

Mid-Continent Railway Historical Society, Inc.
E8948 Museum Road
P.O. Box 358
North Freedom, WI 53951
www.midcontinent.org

First printing, January 1995. Revised, April 2001, May 2007, May 2009, June 2016, June 2019, January 2021.
©2021 MCRHS

TABLE OF CONTENTS

1. Definitions
2. About Us
3. Vision/Mission Statement
4. Corporate Structure
5. Conflict of Interest
6. Standards of Conduct
7. Employee/Volunteer Relations
8. Employee Benefits
9. Employee/Volunteer Rules and Regulations
10. Policies
    a. Office Policies
    b. General Policies
    c. Safety Rules
    d. Accident Requirements
    e. Legal Situations
    f. Special Projects Policy
    g. Scrap Metal Policy
    h. Key Policy
    i. Energy Policy
    j. Flood Evacuation Policy
    k. Ridership Policy
    l. Collections Policy
    m. Operations Policy
    n. Private Equipment Policy
    o. Donor Anonymity and Data Protection Policy
    p. Members Discussion Board Guidelines

Definitions

"MCRHS"	Mid-Continent Railway Historical Society, Inc.
" MCRY"	Mid-Continent Railway is the operating railroad subsidiary of Mid-Continent Railway Historical Society, Inc.
"MCRM"	Mid-Continent Railway Museum is the museum subsidiary of Mid-Continent Railway Historical Society, Inc.
"Volunteer"	Any member of MCRHS who of his/her own free will, provides goods or services, without any financial gain, on behalf of MCRHS whether on MCRHS property or not. A volunteer is considered "unpaid staff" and cannot establish management or operations policies without proper authority of the Board of Directors.
"Employee"	A person receiving pay to work for MCRHS. Employees may be full time permanent, full time temporary, part time permanent, or part time temporary.
"Manager"	An employee or contractor hired by the Board of Directors and given authority by the Board of Directors to operate the society.
"Legal Counsel"	Legal advisor to MCRHS, as designated by the Board of Directors

About Us

MCRHS is a non-profit organization and is exempt from federal income taxes under section 501(c)3 of the U.S. Internal Revenue Code, a status granted by the IRS in 1961. Gifts are deductible under another section of the code. In return for these benefits, MCRHS has obligations to serve/educate the public, protect its collections, and not use its assets for private gain. The 501(c)3 status recognizes that MCRHS is not a fraternal organization, but instead holds historic assets in trust for the public. MCRHS annually files a financial statement with the IRS, form #990, Return of Organization Exempt from Income Tax.

Vision Statement

The Mid-Continent Railway Historical Society sees itself as a place where visitors can learn of a time when the railroad station was the social and communication center of every small town. People came to the station to meet folks who came from faraway places, or to journey to those places. The mail, packages, newspapers, and goods came by rail, or were shipped by rail. The Railroad and its Telegraph were the nucleus that tied a small community to every place in the entire country. Everyone depended on the railroad for transportation, information, and the shipment of goods and mail.

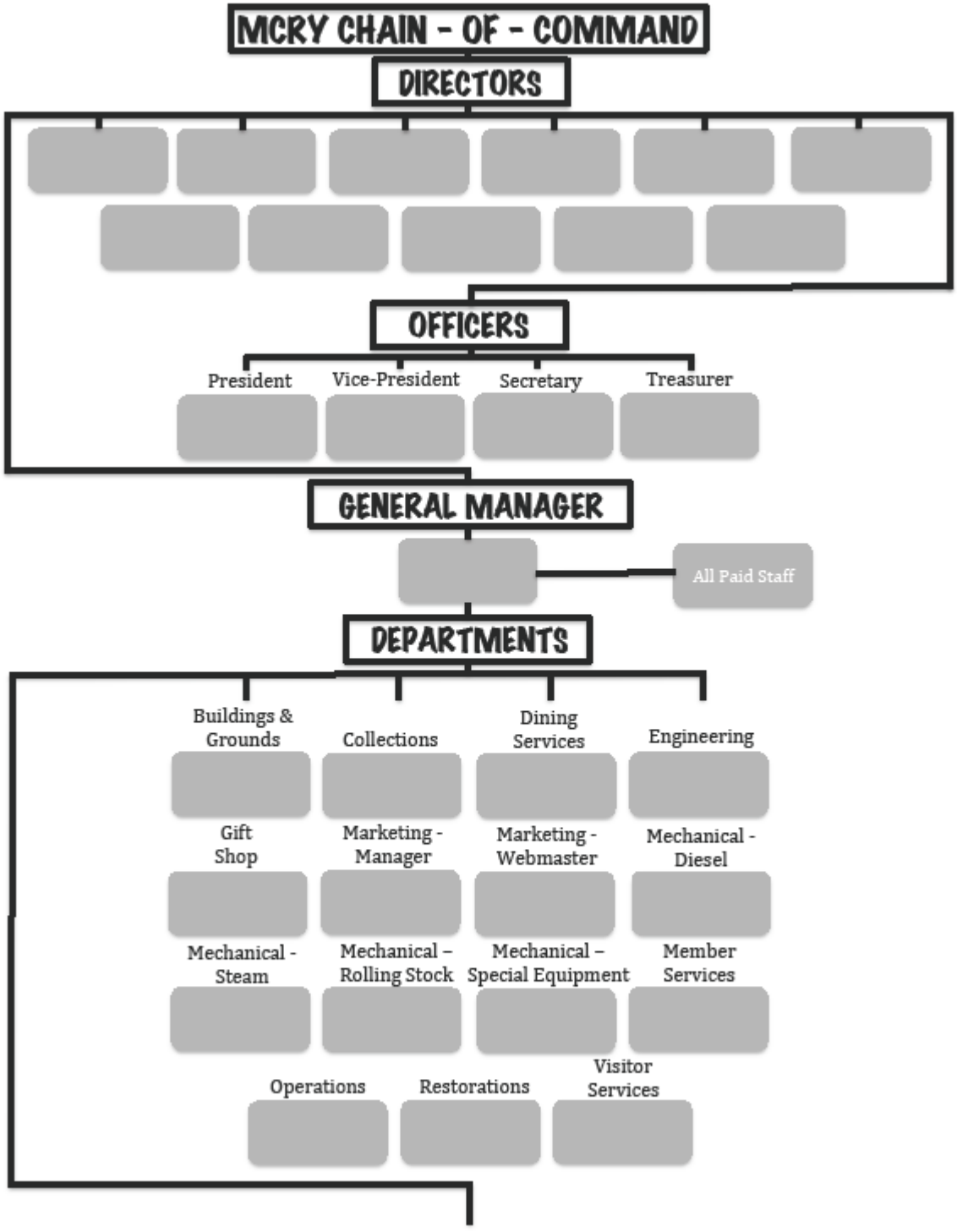
Mission Statement

Our mission is to educate the public by recreating as accurately as possible the Golden Years of Railroads, from Civil War days until after World War II, by operating a living railroad with vintage equipment from those times.

We will collect, preserve, restore, and operate artifacts from those times so as to inform the public about the development of railroading from wooden equipment to steel, and from steam power to internal combustion. We will give our visitors a first- hand experience on this equipment. We will do our best to accurately portray this Golden Age.

Corporate Structure

The corporate structure of Mid-Continent Railway Historical Society is determined by its By-Laws. By-laws are shown on our website -- www.midcontinent.org , or a copy may be obtained from the office upon written request.


MCRY CHAIN - OF - COMMAND
DIRECTORS
OFFICERS
President
Vice-President
Secretary
Treasurer
GENERAL MANAGER
All Paid Staff
DEPARTMENTS
Buildings & Grounds
Collections
Dining Services
Engineering
Gift Shop
Marketing - Manager
Marketing - Webmaster
Mechanical - Diesel
Mechanical - Steam
Mechanical – Rolling Stock
Mechanical – Special Equipment
Member Services
Operations
Restorations
Visitor Services

Administration

The **Board of Directors** is the policy making body of MCRHS.
The **President** shall be the principal executive officer of the corporation and, subject to control of the Board of Directors, shall supervise all of the business and affairs of the corporation.
The **Vice-President** shall perform the duties of the President in his/her absence.
The **Secretary** shall keep minutes of Board of Directors meetings, see that all notices are duly given in accordance with the bylaws.
The **Treasurer** shall have charge of and be responsible for all funds and securities of the corporation, and further duties as prescribed by the bylaws.
The **General Manager** reports to the President, and shall act as the chief operating officer of the corporation. He/she shall be responsible for safe and efficient museum operation, hiring employees (in cooperation with affected Superintendents), supervising employees and department heads, budgets, sales and marketing, purchasing, coordinating volunteer work schedules, and such other duties as required for efficient operation.

Departments

Building and Grounds: The superintendent has the responsibility of routine maintenance on all buildings and the public area of the museum. Large projects of maintenance require approval from the General Manager and/or the Board of Directors. Other employees/ volunteers may include janitor, electrician and handyman.
Collections: The manager shall be responsible for the museum's collection of artifacts and memorabilia, and determine the value to the museum of donated artifacts.
Dining Services: The superintendent accepts responsibility for all aspects of providing professional, courteous service to guests during their dining experience, provides clean, safe dining cars, and acceptable menus. He/she recruits and trains galley, bar, and wait staff, and oversees all specialty dining services.
Engineering: The superintendent is responsible for maintenance of track structure, including bridges, crossings, maintenance of way machinery and equipment. Employees/volunteers may include roadmaster and section foreman.
Gift Shop: The manager accepts responsibility for providing interesting, saleable train-related inventory for our visitors and guests. Included in duties is all purchasing, stocking, and deletion of inventory (when necessary) in a timely and judicious manner. Purchasing must be coordinated with General Manager. Employees/volunteers will include sales personnel.
Marketing: The manager will place informative, accurate documentation and photography to the general public through electronic media, newspapers, TV, and distribution of brochures. A webmaster will handle design and implementation of all items on the museum website, coordinating with management on policy, and overseeing all blogging to ensure proper comments in accordance with museum policy.
Mechanical: The general foreman of diesels has the responsibility for the restoration and maintenance of all motive power equipment used in regular service, steam generator cars, diesel engines, and generator equipment on cars and steam/hot water generating equipment on cars. The general foreman of steam has the responsibility for the restoration and maintenance of all steam engines used in regular service. The car foreman of rolling stock has the responsibility for the restoration and maintenance of all rolling stock used in regular service. The general foreman of special equipment has the responsibility for the restoration and maintenance of all special equipment used in regular service, including the Power Car, Cars 440/2017, the Bobcat and the lull forklift.
Member Services: The superintendent has the responsibility of issuing new memberships, collecting yearly dues, providing election notices and forms, and distributing all information pertinent to members.

Operations: The superintendent controls all movement of rolling stock on entire track system, and recruits, hires, trains, and qualifies all train crew members, then oversees crew members in daily operations. Employees/volunteers will include a crew caller, a chief dispatcher, and general crew members.
Restorations: The manager is responsible for the accession (formal acceptance of approved acquisitions) and deaccession (formal removal from museum collection) of all display motive power and rolling stock of the museum, according to the Collections Policy. He/she assembles and oversees a Collections Committee which provides recommendations to the Board of Directors for accession and deaccession.
Visitor Services: The superintendent oversees all aspects of service and amenities to our guests and visitors, including ticket information and sales, special events, tours, and offers, and general inquiries. Ticket agents are under the direction of the superintendent.

Conflict of Interest

All Mid-Continent Railway Historical Society, Inc. board members and officers owe a duty of loyalty to the organization. Improperly benefiting from a transaction involving a conflict of interest violates that duty. A conflict of interest arises when a person's duty of loyalty to the organization comes into conflict with a competing personal or financial interest that he or she may have in a proposed transaction. When such a competing interest exists, it can make it difficult for a person to fulfill his or her duties impartially. Even when there is no evidence of improper action, a conflict of interest can create an *appearance* of impropriety, which is to be avoided for the protection of the organization.

Therefore, all officers and board members will be required to sign a conflict of interest statement, disclosing any potential conflicts of interest with the organization. The content of this statement shall also affirm that the person has: received a copy of the conflicts of interest policy; has read and understands the policy; has agreed to comply with the policy; and understands that the Mid-Continent Railway Historical Society, Inc. is a not for profit organization and, in order to maintain its federal tax exemption, must engage primarily in activities which accomplish its tax-exempt purpose.
It then becomes the responsibility of the board members and officers to require that the practice of full disclosure be fostered at all meetings under their jurisdiction. They should also take steps to ensure that any members with conflicts of interest recuse themselves from participating in the discussion or attempting to influence members in their decisions about topics where the potential for a conflict of interest exists.

Meeting minutes will therefore contain: the name(s) of the person(s) who disclosed or were otherwise found to have a conflict of interest, the nature of that interest, and the instructions from the chair to refrain from participation during the discussion and vote on the pertinent topic.

Standards of Conduct

Volunteers and employees shall possess integrity, honesty, sobriety, dependability, good judgment, courtesy, and the ability to work cooperatively with others. They shall exhibit a willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the position.

They shall maintain a state of health consistent with the ability to perform the assigned duties of the position.

Dependability

Promptness and reliability are expected of all volunteers and employees. They are expected to arrive in ample time to assume responsibilities or, if unable to meet a commitment, to notify staff prior to their scheduled arrival time. Those who are unable to work or need to take long periods of time off must inform their supervisor.

Public Contact

Volunteers and employees having contact with the public must present a good appearance, have a positive attitude and be well informed on matters about which the public will seek information. Contact between the visitor and volunteer or employee should be a positive one which enriches the visitor's experience. Each visitor is considered a guest and it is the prime responsibility of each volunteer and employee to see that the guest's visit is pleasant, enjoyable and safe.

Sincere concern and friendly interest should characterize public contact. This includes keeping an approachable, available stance so that all visitors are able to readily find assistance. All conduct should reflect favorably on MCRHS. A smile can often resolve problems.

Non-Discrimination

MCRHS, its employees and volunteers do not and shall not discriminate on the basis of race, religion, color, ethnic background, national origin, age, sexual orientation, gender, gender expression, marital status, disability, veteran status, or any other categories protected by federal, state, or local law.

Public expression of personal opinion on politics, religion, gender expression, sexual orientation or interpretive material is not permitted. Humor should be chosen carefully. A diversity of people visit and work at MCRHS. It is important to avoid making any prejudicial statement or derogatory comments.

Accuracy

Provide visitors with accurate information. Volunteers and employees must refrain from making any statement that cannot be documented.

Discipline of the Visitor

Volunteers and employees are not disciplinarians. Except under extraordinary circumstances, discipline is the responsibility of supervisors, teachers, and parents. Redirecting the behavior of the public, however, is appropriate. For example, if an adult or child is climbing on exhibits or equipment, politely asking the visitor to get off the exhibit/equipment is appropriate. Physical contact with the visitor or yelling is inappropriate.

Personal Grooming Standards

Volunteers and employees must maintain high standards of personal grooming and cleanliness. Appearance must be such that there would be no hesitancy on the part of the public to seek assistance and that the public would readily accept the volunteer or employee as a responsible person affiliated with MCRHS.

Hair styles must not be eccentric and must be groomed so that the hair does not interfere with the ability to communicate effectively. Certain jobs may require that long hair and/or beards be covered for safety purposes.

Standards of Conduct Policy last revised on January 21, 2021

Employee/Volunteer Relations

Equal Employment Opportunity

MCRHS employment philosophy is based on hiring and promoting the best qualified person to do a particular job based on valid job requirements. MCRHS does not discriminate against or allow harassment of any employee based on the employee's race, religion, color, ethnic background, national origin, age, sex, sexual orientation, gender, gender expression, marital status, disability, veteran status, or any other categories protected by federal, state, or local law. Our Equal Employment Opportunity policy covers, but is not limited to, hiring, placement, promotion, demotion, recruiting, advertising or solicitation, compensation, benefits, training, layoff, and termination of employment. MCRHS complies with all federal, state and local EEO laws.

Equal Employment Opportunity For Americans With Disabilities

MCRHS is committed to the employment of people with disabilities. It is company policy to provide Equal Employment Opportunity for persons with disabilities in full compliance with the Americans with Disabilities Act of 1990 and the regulations of the Equal Employment Opportunity Commission in connection with, but not limited to, the hiring, training, accommodating, and promoting of individuals with disabilities.

Employment Authorization

The Immigration Reform and Control Act of 1986 requires that MCRHS ensure that employees are authorized for employment in the United States. Therefore, only individuals lawfully authorized for employment in the United States will be employed by MCRHS.

Interpersonal Conduct (Harassment)

Harassment is conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment, or has the purpose or effect of unreasonably interfering with an individual's work performance. Harassment based on a person's race, religion, color, ethnic background, national origin, age, sex, sexual orientation, gender, gender expression, marital status, disability, veteran status, or any other characteristic protected by federal, state, or local law, is discriminatory and will not be tolerated by MCRHS. Sexual harassment in the form of unwelcome advances and other sexual behavior is a type of discriminatory harassment that is specifically prohibited as set forth in the Sexual Harassment Policy.

We expect our employees and volunteers to be considerate of co-workers, our guests, volunteers, and all others in the workplace, Each employee or volunteer should be sensitive to interpersonal relationships and conduct considered offensive and , thus avoid actions that might contribute to

someone else's discomfort. Any employee or volunteer found to have engaged in discriminatory harassment of any kind will face disciplinary action up to and including termination.

Sexual Harassment

MCRHS is committed to maintaining a work environment free from any type of discrimination, including sexual harassment.

Sexual harassment at work occurs whenever unwelcome conduct on the basis of gender, gender expression, or sexual orientation affects a person's job. It is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can consist of, among other things:
Discussing sexual activities;
Using off-color language or telling "dirty" jokes of sexual nature;
Unnecessary touching;
Commenting on physical attributes;
Displaying sexually suggestive pictures;
Using demeaning or inappropriate terms, such as "Babe";
Using indecent gestures;
Offensive or unwelcome sexual flirtations, advances or propositions, communicated verbally or in writing:
Granting job favors to those who participate in consensual sexual activity;
Using crude and offensive language

Sexual harassment will not be tolerated and any employee or volunteer found to have engaged in such misconduct will face disciplinary action up to and including termination.

Any complaints of sexual harassment should be reported immediately to the Manager. If you do not feel comfortable discussing the issue with him/her, feel free to contact a member of the Board of Directors. All complaints will be promptly, fully and impartially investigated. They will be kept confidential to the extent possible consistent with a thorough investigation. There will be no retaliation of any kind against anyone making a complaint of sexual harassment or assisting in its investigation.

Drug/Alcohol Free Workplace

MCRHS is committed to providing a safe working environment and to fostering the well-being and health of its employees and volunteers. We believe that alcohol and drug abuse greatly affects job performance and work environment. Therefore, we will take disciplinary action, up to and including termination of employment, against employees or volunteers who manufacture, distribute, possess, sell or use controlled substances at MCRHS, or who violate the rules that prohibit usage of alcohol on the job or at such time prior to working hours so as to impair job performance.

Alcohol is not permitted in public areas, unless it is a museum-sanctioned event. Alcohol is permitted in private-equipment area, using good judgment and consideration of others.

Workplace Violence

MCRHS will not tolerate any acts or threats of violence by any employee or former employee, volunteer or former volunteer, or visitor against any other person in or about the facility at any time. MCRHS also will not condone any acts or threats of violence against employees, volunteers, guests, or visitors on the premises at any time or while they are engaged in business with or on behalf of MCRHS, on or off the premise. Employees, volunteers and members are expressly prohibited from bringing firearms, other weapons, or explosives on MCRHS premise at any time. Any reports of violence or threat will be promptly and thoroughly investigated and, where warranted, appropriate action will be taken.

"Whistle Blower" Protection

The officers and board of directors recognize that there exists legal protections for staff and volunteers of non-profit corporations that protect them from retaliation for reporting illegal practices or violations of organizational policies. The intent of this policy is simply to establish the proper procedures for reporting such suspected infractions while protecting the person initiating the report from any type of retaliatory measures.

The officers and board desires to know about any suspected occurrences of fraud, misconduct or negligence in order to address any problems before serious harm is done to the organization. Examples of this type of occurrence would be, but is not limited to, theft, financial reporting that is intentionally misleading, improper or undocumented financial transactions, improper destruction of records, improper use of assets, and violations of any board approved policies and procedures.

Any incident believed to be perpetrated by a member in any class, who is not a board member, should be reported directly to the president (or the vice president acting in his/her place) either in person or by letter, phone call, fax or e-mail as soon as possible after the incident occurs.

Any incident believed to be perpetrated by an officer or a board member should be reported directly to the president either in person or by letter, phone call, fax or e-mail as soon as possible after the incident occurs.

Any incident believed to be perpetrated by the president should be reported to the vice president or another officer or member of the board either in person or by letter, phone call, fax or e-mail as soon as possible after the incident occurs.

The person receiving the report shall be charged with investigating its veracity. They may enlist the help of an officer, board member or have a committee appointed for that purpose in conducting the investigation. Their report shall be distributed individually to each board member. The board is then charged with the responsibility of convening a meeting at the earliest possible date to evaluate the results of the investigation and decide upon the appropriate course of disciplinary action, if any, in accordance with other established policies and procedures,

No retaliatory action will be taken against the person making the report as long as they, in good faith, are acting in accordance with this policy.

This policy will not protect someone in those instances where the board determines that a false report was made with the intent of harming the organization or an individual within the organization.

Disciplinary Action

Disciplinary action is sometimes necessary when employee's or volunteer's behavior is negatively impacting his or her work, his or her coworkers' work, or the workplace. MCRHS attempts to deal with employee and volunteer problems with disciplinary action which is equal to the offending action. Minor infractions are generally handled verbally. Employees and volunteers will be given written notice of more serious disciplinary action, when it is required. If an employee or volunteer receives a written notice, he/she should recognize the grave nature of his/her actions and do what is necessary to correct these actions.

Serious Misconduct

MCRHS may terminate employees, and suspend membership of volunteers, without previous warning for serious violations of company policies. Serious misconduct, which ordinarily will result in immediate termination of employee, or volunteer includes, but is not necessarily limited to, the following:

1. Theft, attempted theft, or removal from property of any museum property, property of another employee, volunteer, or visitor unless removal has been approved by Manager.
2. Willful or careless destruction of, or damage to the property of MCRHS, an employee, volunteer, or visitor.
3. Willful falsification of company records or forms.
4. Sale, distribution, possession, consumption, or being under the influence of alcohol or illegal drugs when reporting for work on museum premises, or prior to working hours if such influence impairs job performance.
5. Insubordination, including failure to carry out a reasonable job assignment.
6. Disorderly conduct, including fighting, physical or verbal harassment of another employee, volunteer or visitor, or use of obscene language or gestures while on duty inside or outside of the facility.
7. Possession of any type of weapon, firearm, fireworks or explosives on the facility.
8. Sleeping at the facility while on duty.
9. Violation of established rules of safety and security that will result in facility loss of assets or sizable out-of-pocket expense.
10. Harassment, intimidation or interference with the right of any employee, volunteer or visitor.
11. Being convicted of a felony while employed by MCRHS.
12. Misrepresentation of physical health or condition while employed.
13. Conduct having a significant adverse effect upon the operation or reputation of MCRHS.
14. Unauthorized use of the facility.
15. Violating a confidence through the unauthorized release of confidential information.

When an act of serious misconduct occurs, the employee will be placed on suspension (without pay), and the volunteer will be forbidden to be on museum property while the incident is under review. During the suspension, management will determine whether termination of the employee or volunteer is warranted. The following are among the facts that management may consider in making this determination.

1. The employee's past performance and behavior.
2. The information about the incident is accurate.
3. That termination is consistent with company policy.
4. That termination is consistent with what has been done in similar situations.

The Manager will make the final decision if a termination is necessary.

Separation From Employment

Termination

In accordance with MCRHS employment policy, an employee or volunteer may be terminated at any time and for any reason. Serious misconduct generally results in immediate termination of employment or volunteerism.

In addition, the seasonal and sometimes unpredictable nature of the operations of MCRHS, business requirements, and economic conditions may dictate layoffs.

Resignation

If an employee resigns, his/her continuous service is ended, and if then returns, he/she will start as a new employee. Among the matters to be arranged during an exit interview are: return of all company property and explanation of any benefits that may have accumulated.

Employee/Volunteer Relations Policy last revised on January 21, 2021

Employee Benefits

Pay Policy

MCRHS will ensure that pay policy and age requirements are consistent with all federal and state regulations. Employees and volunteers should be 18 years of age. However, employees and volunteers may be under the age of 18, providing Wisconsin Statute Chapter 103 and Chapter DWD 270 of the Wisconsin Administrative Code, are followed.

When employment commences, a paycheck will be issued every payday if work occurred during the prior payroll period. Overtime is paid as defined by state and federal law. Pay envelopes will contain paycheck and an earning statement. The statement outlines the hours and rate of pay; overtime hours and rate of pay; benefits such as vacations or bereavement; and deductions withheld from your earnings for such items as state and federal income taxes, social security (FICA), and state disability. This statement should be carefully reviewed to ensure the information is correct.

Employees must provide their time card to the office in a timely manner, according to company schedule.

Insurance

Employees are covered under MCRHS worker's comp insurance. General health insurance may or may not be available, and would be determined at time of hire. Employees are afforded coverage if named individually in a suit by a third party while acting on behalf of MCRHS.

Volunteers are NOT covered under MCRHS worker's comp insurance. General health insurance is not available to volunteers. Volunteers are afforded coverage if named individually in a suit by a third party while acting on behalf of MCRHS.

Vacation

MCRHS understands the importance of having time away from the work place. Full-time permanent employees will receive five (5) vacation days after one year of employment, ten (10) vacation days after two years of employment and fifteen (15) vacation days after ten (10) years of employment. All vacation days need to be approved by General Manager.

Performance Evaluations

Employees will meet from time to time with their superintendent head for performance review and to solve any existing problems or questions. Typically, office personnel will meet with the Management Committee.

Job Openings

Any employee will be considered for promotions or transfers to another job providing he/she is employed in good standing. All employees who are interested in an available position may contact their supervisor or the Manager.

Employee/Volunteer Rules and Regulations

The following rules and regulations were designed to provide employees and volunteers a working environment that is enjoyable and productive. These rules and regulations may be modified at any time. MCRHS feels the rules and regulations are in line with what any employer would expect.

Tardiness & Absenteeism

Employees are expected to be responsible in their attendance and promptness. If unable to work due to illness, you must contact your supervisor. You need to personally talk to him/her, leaving voice messages. Text messages or e-mails are not an acceptable method of contact. Any employee who is absent of three consecutive working days without proper notification will be deemed to have voluntarily quit his/her job. Excessive absenteeism or tardiness, as determined by the Manager shall be grounds for disciplinary action, up to and including dismissal.

Personal Telephone Calls

Personal telephone calls should not be made on museum land lines. Cell phone calls, text messages and e-mails should be limited only as necessary and, except in emergencies, must not interfere with the work process.

Leaving the Facility During Working Hours

Leaving the facility during working hours, while punched in, is considered serious misconduct which may result in immediate termination of employment. Employees are permitted to leave the facility with the permission of their supervisor. The employee will not be paid for the time they are away from the facility.

Visitors

Employees should attempt to limit visitors while working.

Socializing with Patrons

Interaction with patrons should always be on a professional level.

Cash/Credit Card Handling

Employees in cash handling positions are directly responsible for banks issued to them and for the cash received. Negligence of an employee's cash handling responsibility will lead to disciplinary action and/or removal from a position requiring cash handling. Banks will be subject to periodic, unannounced audits. If missing funds cannot be accounted per organization's cash handling policy, employee can be terminated and may be required to repay all misplaced money based on local and state laws.

Unless specifically authorized, employees and volunteers must not use MCRHS's credit and must neither receive nor pay out money on MCRHS's account.

Lost and Found

Employees are required to turn in any found items to the office. All illegal items will be turned over to the appropriate authorities.

Carelessness Policy

Breakage and waste of materials is a great concern to us. Please be careful when handling supplies and equipment at all times. Excess carelessness may be cause for disciplinary actions.

Work Schedules

While an effort will be made to honor special requests, scheduling is based on business requirements, and no scheduling preferences are guaranteed. Failure to meet scheduled hours without proper notification or authorization will result in disciplinary action. Only department heads are authorized to make changes to schedules.

Electronic Communications and Computer Systems

Some employees and volunteers have access while working to one or more forms of electronic media, e.g. computers, email, voice mail, fax machines, and the Internet. Employees and volunteers are reminded that computer systems, communications systems, and Internet access provided by MCRHS is MCRHS property, provided in order to facilitate and support organization business. The following policies and procedures apply to all organization-provided computer and communications systems, Internet access, and other services (collectively, "electronic media") that are accessed on or from MCRHS premises; accessed using organization-provided computer or communications equipment or via organization-paid access methods; or used in a manner that identifies the individual user MCRHS.

All information, in whatever form, that is created, transmitted, received, or stored on any organization-provided electronic media is the property of MCRHS. Employees and volunteers have no expectation of privacy in any document, message, or other information created, transmitted, received, or stored on any organization-provided electronic media. Organization-provided electronic media may not be used for knowingly transmitting, retrieving, or storing any communication that is discriminatory or harassing; derogatory to any individual or group; obscene (including connecting to, posting, or downloading sexually oriented information); defamatory or threatening; or made for any purpose that is illegal or contrary to organization policy or business interests.

Electronic media and services are provided by the organization for the organization's business use and only limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-business purposes is permitted, subject to management approval and compliant with organization policies.

MCRHS reserves the right, at its discretion, to review any employee's communications (via telephone, facsimile, and/or email), electronics files, documents, and messages to the extent necessary to ensure that organization-provided electronic media is being used in compliance with the law, this policy and other organizational policies. MCRHS reserves the right to review and disclose all information transmitted, received, or stored in organization-provided electronic media.

MCRHS does not guarantee the confidentiality or security of any communications, including those utilizing personal access codes or passwords, even after they are deleted. If sensitive information is to be transmitted they should either mark the communication as "Confidential" and/or "Do Not Forward" or use another means of communications.

Employees must respect the confidentiality of others' electronic communications, and unless explicit authorization has been granted by the organization, employees and volunteers are prohibited from: monitoring or interception of other people's files or electronic communications; hacking or obtaining access to systems or accounts they are not authorized to use; using other people's log-in names or passwords; and breaching, testing or monitoring computer or system security measures.

MCRHS reserves the right to inspect, service, repair, and or replace all organization-provided computer and communications systems.

No email or electronic communications may be sent using organization-provided electronic media that attempts to hide the identity of the sender or represent the sender as someone else.

All copyrights must be respected and employees and volunteers may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Communications must not reveal non-public information about organization's confidential information and must not violate this or other organization policies.

Confidential Information

We expect employees and volunteers to be proud of MCRHS, and we know there will be talk about work with family, friends, and business contacts. Any information concerning the organization which has not been publicly announced should not be discussed. Please respect the confidentiality of MCRHS business by not discussing any matter which has not been released for public consumption.

Blogging

If blogging, and statements are made online about MCRHS, the museum, and its activities, it is important to make clear that you do not speak for MCRHS or the museum, and it is important that you do not divulge or discuss non-public information.

Office Policies

The General Manager, or in his/her absence, the President, has jurisdiction over all office functions and office employees and volunteers.

Access to Office

During normal business hours, volunteers and employees shall not loiter inside the general office building or depot ticket office unless their duties specifically require their presence. Visits shall be limited to duration of 15 minutes or less. Office staff is on payroll and must devote their attention to their assigned duties.

Document Retention

Document retention is essential in protecting the organization's records of its governance and administration, as well as business records that are required to demonstrate legal compliance and to protect against allegations of wrongdoing by the organization, its directors and managers. Therefore documents will be retained according to the types of information contained as follows.

Credit Card Numbers:

Reservation forms, order forms, correspondence or any other documents with customer credit card information on it will be destroyed within 60 days of the purchase for which a card was used.

Financial Records:

All financial records (bank statements, cash receipts, cash disbursements, monthly financial reports, and related correspondence) will be placed in storage boxes properly labeled for content and fiscal year. These will be retained for a period of no less than ten years. Afterwards they can be destroyed upon the approval of the board of directors.

Agency Reports:

Any reports created for a governing agency, such as the Internal Revenue Service or the Wisconsin Department of Revenue will be kept on file for the full length of time required by the agency for which the report was created.

Permanent Files:

Original documents will be retained permanently for all Members meeting minutes and attachments, Board meeting minutes and attachments, financial reports and related tax returns, organizational documents, personnel files, member and donor records, certificates of title or other documents related to asset acquisitions and dispositions, contracts, and archival records. Any and all other documents or items obtained with a condition of permanency.

General Policies

1. Employees and volunteers are prohibited from altering, nullifying, changing design of, or in any manner restricting or interfering with the normal intended function of any equipment without proper authority except in case of emergency, in which case a report must be made to proper officer.
2. Any dogs or pets brought onto the property by employees or volunteers shall be secured by leash or chain and shall be kept away from public or work areas. Exception would be service animals such as seeing-eye dogs.
3. Any employee or volunteer found damaging or defacing (including graffiti) equipment or property will be disciplined.

4. All materials leaving the Museum property must be coordinated through the General Manager with consent of the appropriate Department Head.
5. Because of the added liability risk, employees and volunteers are not allowed to store personal property on museum premises. Exception: a one-page document/ agreement may be prepared and approved by the board of directors to allow personal equipment being used by the museum to remain on museum premises.
6. Employees and volunteers shall not bring large items or a large number of items on Museum property, whether donated or not, without prior approval of the General Manager.
7. Employees and volunteers shall not interfere with the paid staff, hired contractors, or the work of any department or craft.
8. No person shall stay, remain, or live on Museum property after normal business hours unless approved by the General Manager. It is accepted that persons may be on the property living in private equipment cars in order to do volunteer work, and must conform to the rules as shown in the Private Equipment Policy.
9. Persons with RV's and campers must park in areas designated by the General Manager. All RV's and campers must be removed from public areas during business hours.
10. Employees and volunteers shall not go upon or do work on any museum equipment or property without prior approval from the Department Superintendent or the General Manager.

Safety Rules

1. Playing practical jokes, scuffling, wrestling or fighting while on duty or on MCRHS property, as well as throwing of tools, materials, or other objects is prohibited. Employees and volunteers must not enter into altercation with any person, regardless of provocation, but will make note of the facts and report such incident in writing to their immediate superior.
2. Employees and volunteers are prohibited from altering, nullifying, changing design of, or in any manner restricting or interfering with the normal intended function of any device or equipment on engines, cars or other railroad property without proper authority except in case of emergency, in which case a report must be made to proper officer.
3. Employees and volunteers whose duties are connected with the movement of trains or engines must not, while on duty, play games or read magazines, newspaper or other literature not concerned with their duties, or use radios or televisions for other than MCRHS business.
4. Employees and volunteers must keep premises subject to their control clean and orderly and must take every precaution to guard against accident or fire.
5. Disposing of garbage, bottles, ashes, or other refuse, tools or material about shops or buildings or from engines, trains or cars, at other than designated locations, or where there may be a hazard to safety or health, is prohibited.
6. Brake shoes, brake beams, air hoses, pieces of material and other objects which will endanger footing must not be left between or on the sides of tracks.
7. Placing clothing, tools or other objects on ladder rungs, hand holds, footboards, running boards, or steps, is prohibited.
8. Employees and volunteers must not sleep while on duty. Lying down or in a reclining position with eyes closed or covered will be considered as sleeping.
9. Teamwork is essential to safety. When working in groups, all concerned should understand the moves to be made with full consideration of safety.

10. A blue flag or blue light, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected, it must not be coupled to or moved. Other equipment must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them.
11. When emergency repair work is to be done under the engine, or under or about cars in a train, and a blue signal is not available, the engineer must be notified by a member of the crew and protection given to those engaged in making the repairs. Train or engine must not be moved, nor air brakes applied or released, until all employees are out from under or from between cars, and the engineer so advised by the same employee.
12. Shirts or undershirts must not be removed during extremely hot weather as a means of cooling off.
13. Knocking broken window or door glass from sash is prohibited. Gloves must be worn when handling broken glass.
14. Using compressed air or gas to blow dirt from person or clothes is prohibited. Before draining main reservoirs make sure that all persons are clear of the drains. Tightening steam pipe joints, washout plugs, etc. under pressure is prohibited.
15. Breaking seals, removing hasps, opening or closing freight car doors, or loading or unloading baggage, express or freight, while cars are in motion is prohibited.
16. Fasten raised windows, trap doors, and lids securely to prevent falling.
17. Use only authorized paths or routes to or from yards, shops, and stations. Avoid stepping on surfaces covered with oil, grease, wet paint, or other substances creating a slipping hazard. Avoid dangerous short cuts. Be particularly cautious during cold weather against slipping on snow and ice. Don't walk on ice if you can avoid it. Do not walk under icicles. Correct this hazard over walkways by removing icicles. Except in emergency, do not walk through escaping steam or smoke which obscures vision.
18. When lighting fusees, hold end to be lighted far enough away to prevent fire from dropping on hands, feet or clothing. Strike fusee away from body. Leave the igniting cap on fusee until it is to be used.
19. While working on engines, cars, scaffolds, or other elevated places, look before making a step in any direction, and avoid losing balance or slipping, tripping, or falling over fixed or movable parts, materials or tools.
20. Employees and volunteers must not jump from car door, end sill, truck, bench, vestibule, platform, or other place of similar height, without breaking jump by holding on to some support and lowering the body by sitting down to shorten drop.
21. Where permission to park or operate automobiles on MCRHS premises is given, the movement of vehicles must be at moderate and safe speeds at all times. When parking, adequate clearance from tracks must be maintained.
22. Cleanliness is the best safeguard against dermatitis or skin irritation. Apply protective cream or wear protective gloves when working with solvents, oils, chromates, petroleum base paint, creosote and cleaning preparations. Oil or grease left on the skin harbors dirt, dust, and bacteria. Never wash with solvents, such as gasoline, naphtha, kerosene, or turpentine, which wash away the skin's natural oil. Do not wear greasy garments.
23. Learn to recognize poison ivy, poison oak, and poison sumac, and leave it alone. If you have touched poison ivy, poison oak, or poison sumac, swab the skin with alcohol and scrub hard with soap and water. When burning brush, debris, or timber, keep away from the smoke.
24. Electric wires or apparatus must not be handled except by authorized persons.
25. Standing on anything which makes one's position insecure is prohibited.

26. Before operating side door on car, be certain door is properly tracked. If door is off track, take precautions to safeguard opening and closing.
27. While opening or closing car doors, keep fingers clear of edge or jamb of door, casting or rail on which door travels. Keep body clear of opening made by door to avoid falling freight.
28. Look for transfer plates, freight, trucks, rope, tools or refuse material on opening between car and platform or between cars and avoid slipping, tripping or falling.
29. Lifting beyond normal physical capabilities is prohibited. Avoid jerking or twisted positions and obtain help to lift or handle heavy or cumbersome objects. When lifting:
    a. Have secure footing.
    b. Bend the knees and keep the back erect.
    c. Take firm grip on the object and slowly straighten the legs.
30. When necessary for two or more persons to handle heavy or bulky material or object by hand, the following precautions must be taken:
    a. Remove slipping or tripping hazards when practicable; when not practicable, exercise care to prevent slipping or tripping.
    b. Designate one person to give commands for all movements (lifting, walking, lowering or throwing). When practicable, place him/her at one end of object being handled.
    c. Have designated person fully inform those assisting just what is to be done and what the words of command will be.
    d. Giving command by other than designated person is prohibited.
    e. Lift or make other movement only on command.
    f. Place people according to size, strength and experience.
31. Freight, baggage, mail, express or other material when not being handled, and tools, trucks, transfer plates, gangplanks and skids when not in use, must be placed a safe distance from edge of platforms or tracks and out of walkways and trucking spaces.
32. Keep material being moved on trucks or rollers under control and be prepared to stop short of obstructions or persons.
33. Walking in front of heavy objects when they are being rolled is prohibited.
34. Throwing or dropping material when it is likely to cause injury is prohibited.
35. Loading or unloading a trailer truck while tractor is being coupled or uncoupled is prohibited.
36. Placing or leaving any object where it is likely to fall or be knocked off is prohibited.
37. Leaving any object standing unsecured on end or leaning against engine, car, wall or other structure, is prohibited.
38. Operating machine, switch, valve or other apparatus with danger sign attached is prohibited. Danger sign, tag or banner, placed on switch, valve or other place for the protection of employees and volunteers shall be removed only by the person who placed it in position, and then only when it is safe to do so. Electrical switches controlling circuits being worked on must be locked out.

Accident Reporting Requirements

When physically able to do so, employees and volunteers sustaining an injury of any kind while on duty or on MCRHS property will report the injury and cause to the immediate supervisor or person in charge before leaving the MCRHS premises. If emergency medical treatment of an injury is necessary after leaving MCRHS premises, an immediate report will be made to the Supervisor or person in charge.

A report of all accidents and injuries must be sent immediately to the Department Superintendent by the conductor, engineer, agent, yardmaster, foreman, or other person in charge, in writing, using prescribed

form, giving the names of the injured persons and witnesses, the extent of injuries and the names of the owners of the property damaged and the extent of damage. As soon as possible thereafter, a full and detailed report must be made and forwarded to the Superintendent. (For accidents and injuries to employees and volunteers not under the jurisdiction of a Department Superintendent, the person in charge must send the above reports to the General Manager or President.

Injured employee or volunteer must make and sign a statement of facts in relation to the accident in his/her own handwriting as soon as possible; should he/she be unable to write, the statement should be written at his/her dictation, and after being read by or to him/her, he/she shall sign it or make his/her mark; the person writing and reading the statement shall sign the same as witness.

Whenever an employee or volunteer, (whether on duty or not), witnesses an accident or has pertinent information regarding an accident in which a person is injured or property damaged, in which MCRHS is in any way concerned, he/she must report it immediately. Every effort must be made to procure the names and addresses of all persons who witnessed the accident.

Information concerning accidents and personal injuries must not be made public nor communicated to other than persons directly concerned, or authorized MCRHS representative, or Legal Counsel.

If an accident results in personal injury or death, all tools, machinery and other equipment involved, as well as premises where such accident occurred, must be promptly inspected by employee or volunteer in charge of work or by other competent persons. A report of such inspection, stating the conditions found and names of persons making the inspection, must be forwarded to supervising officer or person making the inspection. Equipment involved in such accidents must, when possible, be marked for identification and placed in custody of an officer or a responsible employee and held subject to the order of the Department Superintendent, regardless of whether inspection reveals any defect.

Legal Situations

Legal proceedings against MCRHS are of various kinds, such as actions to recover money judgments, actions to compel MCRHS or its agents to perform some legal duty, garnishee cases, attachment cases, replevin cases, special assessments for street paving, sidewalk construction and the like, and ditch and drainage cases.
Because many legal proceedings are commenced by publication of notice in local newspapers, as above stated, it is important that you should look over the publications in your local papers, and if you observe any notice in which MCRHS is named, or which in any way relates to the property of MCRHS, its stations, station grounds, right of way, or the like, cut it out at once and send it immediately to the Legal Counsel, giving name and date of newspaper.

Whenever any summons or any formal notice or document is served upon you, notify the Legal Counsel at once, stating the nature of the document, if possible. Whenever a summons or other legal document of any kind is served upon or left with the agent, the very first thing he/she should do is to write on the document in substance as follows: “Received by me this day of 20, at o’clock .M.” filling in the blanks in accordance with the facts and then sign his/her name or initials to the notation.

Transmit all such documents to the Legal Counsel by first class mail. If you know anything about any facts relating to the matter, send statement with papers.

In all cases, when a copy of the document intended to be served on you is not given to you, request copy of the officer.

Do not sign any admission of service on any summons, document or other paper. Agent should not formally consent to or acquiesce in any act of the officer.
No agent or volunteer shall, acting for MCRHS, procure a warrant for the arrest or cause the arrest of any persons charged with an offense without first consulting Legal Counsel and obtaining the necessary authority.

Agents should not exhibit or release to anybody any books, files, or other records of MCRHS until first requesting and obtaining advice from the Legal Counsel. Under no circumstances are you obliged to unlock any door at the request of any officer, unless he/she has what is known as a search warrant, which he/she will exhibit to you.

If you are subpoenaed as witness in a case in which MCRHS may be interested, and particularly when you are required to take any MCRHS books or records into Court, notify the Legal Counsel, giving all the information you can. This does not apply, of course, when you are called by MCRHS. In any legal matter which may involve the interest of MCRHS you are always at liberty to ask advice from the Legal Counsel, and in cases of doubt it is your duty.

Special Projects Policy

Special projects must have approval of Superintendent in charge and General Manager before proceeding. Funding will be obtained from the account of the department of the Superintendent. If no funding is available from that particular department account, the General Manager will determine if funding can be obtained from the general account, and if so, will authorize purchase order(s).

Purchase orders will be issued by the museum office at the direction of the Superintendent or General Manager. In the event of an emergency, when Superintendent or General Manager is unavailable, the President or Vice-President may authorize a purchase order. Purchase order must be authorized before expenditure is made. All purchases made by museum members and personnel that are not supported by an approved purchase order will be the responsibility of the person making the purchase.

Certain occasions may exist where issuance of a purchase order is not necessary. However, explicit approval must be obtained from the Superintendent or General Manager before proceeding.

Museum policy prohibits reimbursements for services from its officers, directors, and key employees having any direct or indirect ownership or profit participation in outside business enterprises with which the museum does business.

Scrap Metal Policy

No scrap will leave the museum without notifying the General Manager. MCRHS requires immediate payment for scrap, with checks from the purchaser of the scrap made out to MCRHS. Competitive bidding will be required for any large scrapping projects.

Key Policy

There is a $5 deposit for each key, and each replacement key. Museum reserves the right to recall and/or replace keys.

"O" level and switch lock keys will be issued by Superintendent of Operations to those determined to be in need of such keys. Keys to the general office building will be under jurisdiction of the General Manager and assigned by same.

Energy Policy

When employees and volunteers vacate a room or building for an extended period of time, lights shall be extinguished, and doors and windows closed to secure area. At night, during heating season, thermostats shall be lowered to minimum setting to conserve energy. The reverse shall be followed in the summer as applied to air conditioning.

Heating in Engine House during winter heating season shall only be used as funding will allow. This decision will be made by the General Manager each year.

Flood Evacuation Policy

The purpose of this plan is to give a 72 hour warning for persons living in railroad cars located at the Mid-Continent Railway Museum, E8948 Museum Road, North Freedom, WI, to evacuate the flood fringe area when a flood warning is issued by the National Weather Service. When a flood warning is issued, the museum will watch the NWS River gauge at Rock Springs, WI. This gauge has proved to be accurate during the flood of 2008. It has been noted that if the river level at that gauge is predicted to rise above 24 feet, flooding will occur at the Museum. Major flooding will occur if the gauge level is predicted to go above 26 feet. The Museum has two NOAA weather radios located in the office and depot. These radios will also be used to receive a flood warning. Persons listed below will be responsible for monitoring the river gauge, notify any persons living in the railroad cars to evacuate, and notify the proper authorities that everyone has evacuated the flood area.

The following persons at the Museum will be responsible to notify persons to evacuate, notify the proper authorities that an evacuation has taken place, turn off electrical power to the tracks where occupied railroad cars are located, and to organize the removal of the railroad cars from the flood fringe:

President or General Manager
Superintendent of Operations
Office Personnel

The process to notify the Sheriff's Department (608-355-3208) and the Emergency Management Director (608-355-4410) shall be by telephone by one of the museum persons listed above after the evacuation has taken place. The museum persons shall communicate with each other to be sure the notification has been done.

After the affected railroad cars have been removed from the flood fringe, Sauk County Zoning & Planning shall be notified (608-355-3245).

The museum shall erect a sign warning persons that they are entering a flood zone. This sign shall also display the location of the flood evacuation plan. In addition, all occupied railroad cars shall be given a copy of the flood evacuation plan. This plan shall be located in the office building and the depot bulletin board. Located on the depot bulletin board, there will be a sign in-out sheet for all persons that are going to be occupying their private railroad car overnight. This list shall be checked after an evacuation is ordered to be sure everyone is out. One of the museum persons listed above shall also inspect the flood fringe area to be sure everyone is out. The museum shall require all private outfit cars to have a working NOAA weather radio for their own protection.

Because the Baraboo River does not flash flood, the Museum does not see any problems in implementing this evacuation plan. The history has shown that the River gauge in Rock Springs has given timely accurate warning in the past. It needs to be noted that in 2008, all person evacuated safely by themselves before any plan was in place. This plan will ensure proper evacuation with accountability.

Because the Museum is staffed by volunteers, it may take 24 hours to call in a train crew to move railroad cars and the actual removal is estimated to be 8 hours.

The actual evacuation route for persons shall be: Upon being notified of an impending flood that will exceed the 24 foot mark at the Rock Springs river gauge, all persons in the occupied outfit cars area shall proceed north on the Museum driveway to Museum Road. Then proceed west on Museum Road to Diamond Hill Road. Once at the intersection of Museum and Diamond Hill Roads, the ground is high enough in that location to be out of the flood fringe.

Also reference the Flood Compliance Plan dated July 29, 2013.

Ridership Policies

Reservations

All reservations for coach, caboose, cab rides, and dining trains must be secured by a credit card, cashier's check, personal check, or money order. All personal checks must clear all banks before the reservation is final.

Coach, caboose and cab ride reservations may be cancelled up to 24 hours before the published departure time and a refund of the reservation will be given minus a processing and handling fee of 25% of the ticket price. Within 24 hours no refunds are offered.

Dining service train reservations may be cancelled up to 14 days before the event and a refund of the reservation will be given minus a processing and handling fee of 25% of the ticket price. Within 14 days of the event and the dining train is sold out or becomes sold out during that time period, Mid-Continent will attempt to resell the reservation and if successful in reselling the reservation, a refund of the reservation will be given minus a processing and handling fee of 25% of the ticket price. If Mid-Continent is unable to resell the reservation, no refund will be given.

All groups (20 or more persons) must pay a non-refundable 25% deposit of the total ticket price of the group in advance of any seats being blocked out for said group. 14 days prior to the event the group

must complete the payment of the balance of the group reservation as it exists on that date. All groups shall be entitled to a coach pass for the tour leader and bus driver.
This policy applies to any and all reservations.

Free Train Rides/Passes

Bylaws section 2.13. Each individual member is entitled to free entry to the Museum grounds and exhibits, and free passage, space permitting, upon regularly scheduled coach trains of the Museum. The board may also implement additional programs or policies from time to time for member discounts, privileges, and promotions. All such passes and entitlements are non-assignable and are subject to such further regulation as the board may determine.

Free train rides are for the members only in coach class, space permitting. There are no free train rides on special events, caboose, first class cars, or locomotive cab. All members riding free must obtain a pass from the ticket agent. Exceptions are members of the train crew, officials of the Operating Department in the performance of their duties, the FRA, officials of the Engineering Department in the performance of their duties, officials of other departments in the performance of their duties, and approved V. I. P's.

Cab Riders

Only members of train crews, student enginemen, or others whose duties require are permitted to occupy the cab of a locomotive.

At no time shall the number of persons in the locomotive cab be more than four. The Engineer shall enforce this policy.

Cab riders must be approved by the Superintendent of Operating Department, the Executive Director/Manager, or the President. No volunteers/members (except train crew) are allowed in cab when there is a paying passenger.

If cab rider is not a member of MCRHS, cab rider must sign a cab rider waiver. Copies of waiver are available in the depot ticket office. Cab rider must produce photo ID. A MCRHS representative (current member) must sign waiver as a witness. This part does not apply to fare-paying passengers.

Cab riders must obey the instructions of the engineer.

Dogs/Pets

Due to our concern for the health and safety of our passengers, crew, and our passenger's pets, it is the policy of Mid-Continent Railway Historical Society, Inc. that pets of any kind, shall not be allowed to ride on any Mid-Continent Railway passenger train. Excluded from this policy, are any form of service animal.

Collections Policy

Introduction

This document defines the collection of the Mid-Continent Railway Historical Society (MCRHS) and sets policy and procedures for management of the collection, including acquisition of artifacts, accession, care, handling, storage, loans and deaccession. In addition, this document directs the compliance of state policies and procedures with all applicable state and federal laws.

For the purposes of this document, "the museum' refers to the Mid-Continent Railway Historical Society, Inc. Specific tasks required to care for the collection may be assigned by the Board of Directors, the Manager or the staff available, rather than to specific positions in order to comply with this policy.

Definitions

Accession
Accession is the formal acceptance of approved acquisitions (whether by purchase, gift or bequest), into the museum collection.

Acquisition
An artifact which is acquired by the museum, but not accessioned. Acquisitions are never formally part of the museum's collection until the artifacts are accessioned.

Artifact (tangible)
Any object of historic significance which is man-made.

Archive/Collection
A group of accessioned artifacts which meet the mission of the museum.

Archivist/Collections Manger/Curator
An individual with responsibility for management and oversight of a repository or of artifacts of enduring value.

Deaccession
The process by which an artifact is formally removed from the museum collection.

Deed of Gift
A written agreement transferring title to property, without restriction and without exchange of monetary compensation, from one party to another.

Exclusive Title of Ownership
The right and privilege to control and dispose of property that is not held by more than one party.

Intellectual Property (intangible)
Artistic, creative or intellectual works that are protected by copyright, trademarks, patents, performance rights, publicity rights and rights against unfair competition. Examples of intellectual property include oral histories, artwork, photographs, literature and logos.

Library
A collection of manuscripts and published materials, including books, magazines, sound and video recordings, in paper, film, electronic formats.

Museum
A museum is defined as a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of eduction, study and enjoyment.

Rolling Stock

All forms of railroad passenger cars, freight cars, and cabooses. Rolling Stock does not include Motive Power or Service Equipment.

Motive Power

All forms of railroad locomotives, including steam, gasoline and diesel.

Service Equipment

A sub-set of rolling stock and it includes all forms of railroad equipment used to service the track and maintenance of the overall line for operation purposes. Examples include: snow plow, wrecker, work cars and cranes.

Structures

All buildings and towers constructed to aid railroad operation. Examples of structures include depots, freight houses, engine houses, coach sheds and crossing shanties.

Collection Categories

The museum's collection comprises four categories of artifacts: Archives, Library, Rolling Stock and Motive Power, and Structures. Due to the variety of individual artifacts that could be included in these categories, only the specific exclusions are listed below.

A. Archives
    Excludes:
        1. Privately owned materials
        2. Loaned materials

B. Library
    Does not include:
        1. Privately owned materials
        2. Loaned materials
        3. Any copied material that is in direct violation of copyright laws.

C. Rolling Stock & Motive Power

**Collection pieces may be used in regular operation for limited periods of time and for special events only.*

    Does not include:
        1. Regular Service Operating equipment
            a. Examples include, but are not limited to:
                i. Diesel locomotives
                ii. Delaware, Lackawanna & Western Fleet
                iii. Chicago & Northwestern #440
        2. Service & Maintenance Equipment
            a. Examples include, but are not limited to:
                i. High Rail Truck
                ii. Weed Sprayer
        3. Outfit Cars (formerly Camp Cars)
        4. Privately owned equipment
        5. Loaned or leased equipment

D. Structures
    Does not include:
        1. Non historic structures
            a. Examples include, but are not limited to the following structures on Mid-Continent's property:
                i. Main Office

ii. Coach Shed
iii. Engine House
iv. Car Shop
v. Pavilion and Restrooms

Accession Criteria

To be considered for accession into the collection by the museum, artifacts must first meet all the following primary criteria.

Primary Criteria

1. Originates from, used during, or is in reference to the time period 1880-1916, the Golden Age of Railroading.
2. Originates from, used in, or is in reference to one or more states in the Upper Midwest of the United States, including Illinois, Iowa, Michigan, Minnesota and Wisconsin.
3. Exclusive title of ownership for the artifact(s) can be confirmed and transferred to Mid Continent by the donor, without restrictions of any kind.

a. Anonymous drop-off donations and abandoned property shall be handled in accordance with Wisconsin's Uniform Unclaimed Property Act. Under this act, property is deemed abandoned if it has gone unclaimed after five years.

If artifacts meet all of the primary criteria, additional secondary criteria may also be considered prior to accession.

Secondary Criteria

4. Does this artifact satisfy a gap within the collection?
5. Ability of the artifact to be interpreted within the museum's mission?
6. Ability of the museum to acquire, preserve, restore and maintain the artifact?
    A. Can or should the artifact be restored?
        i. What is the quality of the artifact in its current condition?
        ii. Are there irreparable modifications to the artifact?
    B. Are funds available for the preservation and/or restoration of the artifact?
    C. Does the museum have adequate long term storage space for a preserved/restored artifact?
    D. Are funds available to insure the artifact?
7. The artifact is of value to the museum as an exhibition piece or for research purposes, to further the museum's mission.
    A. exhibition piece
    B. research purposes

Approval for Accession

The following process/procedure shall be followed for all artifacts being considered for being accessioning into the MCRHS Collection:

1.Collections Manager
    A. Evaluates artifact and declines or accepts acquisitions based on primary criteria
        i. If the artifact does not meet primary criteria, the donation will be declined or returned to the donor.

ii. If the artifact cannot be declined or returned (i.e. unsolicited or anonymous drop-off donations), the donation may be considered for disposition**.**

B. Reports potential acquisitions to be accessioned for review by the Collections Committee

2.Collection Committee

A. Reviews report of potential accessions.

B. Recommends to the Board of Directors potential accessions.

3.Board of Directions

A. Approves and/or declines accession of items

i. If approved, Collections Manager moves on to accession procedure.

ii. If declined, returns to Collection Committee for consideration of continued possession outside of the collection or disposition.

Procedure for Accession

If the artifact is approved for accession, the museum will:

1. Provide a Deed of Gift form to the donor and request a signed receipt and transfer of ownership in return.
2. Inventory, evaluate, process and digitally document the artifact(s).

Deaccession Criteria

Artifacts shall be reported to the Collections Committee Chair for deaccession consideration by the Collection Committee if the artifact meets any one of the following primary criteria.

<u>Primary Criteria</u>

1. An existing artifact in the collection can be replaced by an incoming artifact in better physical condition.
2. The care required for the artifact exceeds the financial ability of the museum to provide the necessary care or the A more appropriate institution exists - an artifact could be better cared for somewhere else.
3. The artifact is beyond reasonable repair.

Approval for Deaccession

The following process/procedure shall be followed for all artifacts being considered for being deaccessioned from the MCRHS Collection:

1. Collections Manager

A. Identifies potential deaccessions based on primary criteria

B. Reports potential deaccessions for review by the Collections Committee

2. Collection Committee

A. Reviews report of potential deaccessions

B. Recommends to the Board of Directors potential deaccessions

3. Board of Directions

A. Approves and/or declines deaccession of artifacts

B. If approved, Collections Manager moves on to deaccession procedure

C. If declined, Board of Directors reports decision to Collections Manager for continued management of artifact within the collection.

If the artifact is approved for deaccession, the museum will follow these procedural steps::

Procedure for Deaccession

Formally document the deaccession of the artifact(s) by removing the artifact(s) from all appropriate inventories and catalogs.

Procedure for Disposition

1. Notify intent to dispose
2. Determine an appropriate destination for the artifact(s)
    a. Return artifact(s) to original donor, if known.
    b. Offer or arrange transfer of artifact(s) to another appropriate institution.
    d. Sell artifacts to public through ebay, auction or other sale.
    e. Dispose of any unwanted or unsold items.

Ethics of Selling Artifacts

The proceeds for the sale of any deaccessioned artifact or unwanted donations may be invested back into the existing collection from which it came. The sale of artifacts may support the preservation and accessibility of current collections or be used to acquire other, more appropriate artifacts to fulfill the museum mission. This policy is at the discretion of the Board of Directors. (Revised 3-23-2019)

Tax Exemption

Artifacts donated to the collection are tax deductible to the donor under section 501c(3) of the current U.S. Internal Revenue Service code.

The museum must provide the donor a receipt. Documentation claimed for tax exemption must be kept on file by the museum.

Appraisal

No representative of the museum (volunteer, member or staff) may provide appraisals, formal or informal, to potential donors. Donors wishing to ascertain the value of their items for tax exemption purposes shall be referred to independent appraisal services not connected in any way to the museum.

Insurance

The museum shall insure it's collections at an agreed value. This is a value the museum and the insurance company agree on, with input from the Archivist and/or the Collection Manager. The agreed values can be reviewed and changed from time to time as needed, based on the condition (i.e. stored, unrestored, restored, operating) of the artifact.

Incoming loan items shall be insured according to the terms dictated in the loan contract, for the length of the loan period only and only while the loaned item remains on the museum property.

Outgoing loan items shall be insured according to fair market, replacement value by the museum.

Legal

It shall be the responsibility of the Collections Committee and the Archivist and/or Collections Manager to advise the Board of Directors of potential legal, taxation and accounting considerations relative to the Museum's collection.

Loans

Outgoing

Items from the Museum's collection can be made available for loan for legitimate educational purposes. Items will be loaned only to accredited educational, nonprofit institutions. Applications for loans from the collection shall be evaluated by the museum's Archivist and/or Collections Manager.

Loan Application:

1. Full identification of the institution requesting the loan, including contact information for the curator / archivist / collections manager.
2. Proof of insurance.
3. Purpose for requesting the loan
   a. How will the artifact be used?
   b. Who will be caring for the artifact?
4. Timeframe requested for loan, not exceed one calendar year, unless specifically reviewed and approved on an annual basis by the museum's Archivist and/or Collection Manager.

Artifact Criteria:

1. Artifact is in stable condition.
2. Artifact is properly insured by the Museum at current fair market, replacement value.

Procedure:

1. Following approval of loan application, a comprehensive condition report will be completed for the artifact, including digital photo documentation.
2. The artifact will be discretely numbered and marked, if it has not already been labeled by the museum.
3. Perform any necessary conservation.
4. The item will be packed for shipment, with preference towards hand-delivery whenever logistically possible.

Incoming

The museum may receive loans from other institutions for the purposes of special, temporary exhibition.

Upon arrival, the following steps will be performed:

1. Complete a comprehensive condition report of the artifact upon arrival, including digital photo documentation. All of this information will be reported to the home institution.
2. Perform any necessary conservation, with permission from the home institution.

Collection Committee

The charge of the Collection Committee (CC) is to review all accessions and deaccessions governed by the Artifact Collection Policy and to promote and maintain the highest professional standards in care and utilization of the collection.

A. Collection Committee

The Collection Committee (CC) shall have a minimum of five (5) committee members. The President of the Board of Directors shall appoint the committee on an annual basis at the beginning of the fiscal year. Members of the CC shall include experts in the following disciplines:

1) Archives
2) Libraries

3) Rolling Stock
4) Motive Power
5) Service Equipment
6) Structures

The members of the CC can be paid or unpaid (volunteer) staff. Non-member, independent experts in these disciplines may be consulted as needed. The President shall select the chairman of the CC. All CC members are charged to attend meeting regularly, to participate in the committee's deliberations, and to represent the Museum's collection as a whole.

B. CC Procedures

1. Considers all candidates for accession or deaccessioning as presented by the Museum staff or Board of Directors.
2. Reviews proposed loans or trades of collection items (incoming and outgoing) and advises the Board of Directors of compliance with the Collection Policy.
3. Provides price information of all acquisitions if to be purchased.
4. Maintains records in the form of committee minutes on all actions taken.
5. Presents CC findings to the Board of Directors.
6. Recommends policy or procedure changes that encourage development and protection of its collection.
7.

Operations Policy

No privately-owned equipment is to be moved or operated on museum tracks without express permission from the Superintendent of Operations. Privately-owned equipment under lease to the museum will be moved or operated under the terms of the lease.

All switching requests, except for engine servicing tracks, must be made to the Superintendent of Operations or the Manager well in advance. The Superintendent of Operations will decide when the switching will be done.

All persons shall provide blue flag protection as required by rule 26 of Consolidated Code of Operating Rules, Edition of 1980, if they are working on, under, or about equipment located on live track. Protection shall consist of, but is not limited to: On tracks other than the main track, locking a switch, with a lock other than an operating department switch lock, lined away from the track being worked on. In addition, a blue flag shall be placed at the fouling point of the track being locked out. If locking out a switch is not possible, then a properly placed and locked portable derail must be placed not less than 150 feet from the end of such equipment. The derail must display a blue derail sign. This protection may have to be provided on both ends.

On the main track, a blue flag must be placed at least 150 feet from each end of the equipment.
A blue light is required at night or anytime visibility is obscured.

All blue flags, lights, portable derails, and locks from switches shall be removed when the work has been completed, stopped for the day, or when the person placing the blue flag protection leaves museum property, unless the protection is turned over to another person or craft. The manager shall investigate all blue flag rule violations and take appropriate action.

General policies for train service employees and rules compliance will be provided to new trainmen, and at such time as the policies and rules are changed by Operations Superintendent.

Privacy Policy

All personal records for the Operations Department shall be kept secure in a locked filing cabinet. Only officials from Mid-Continent Railway, FRA, law enforcement, and the person whose name is on the file shall have access to the information contained therein.

Private Equipment Policy

Preamble

A privilege of membership granted by the board of directors is the keeping of privately owned equipment on museum property to enhance the function and mission of the society. It is not the intent of the MCRHS to be in the private equipment storage business, to give people a place to store their private equipment, or in the case of private cars to subsidize their housing at the museum's expense.

Originally in setting up the outfit track area, the intent of the board was to enhance the rolling stock collection of the museum and to give volunteer workers a low cost place to stay while actively serving the museum. Owners were encouraged to provide the track on which their cars rest and required to restore the car to authentic original appearance to the extent possible. Therefore, the following policies are set forth.

1. Categories of Equipment

For the purpose of assessing fees and locating equipment, four categories have been established:

1. Display: Equipment that is used as part of the Museum's display collection.
2. Operating: Equipment leased to the Museum for use by the Museum.
3. Outfit Cars: Cars used as temporary living quarters:
    a. Privately by the owner.
    b. Generally by members with permission of the owner, as a bunk car.
    c. May also fall in the Display category.
4. Other: Privately owned equipment not fitting in any of the above categories.

2.Approval and Acquisition

Should a member wish to bring a privately owned piece of equipment onto the property, that person must follow these rules:

1. The applicant must be a member in good standing.
2. The applicant must submit a written request to the President. The letter should include the purpose of the equipment (display, operating, outfit car, or other), a photograph, approximate date of completion for repairs, if any, and all required fees.
3. The applicant must get a recommendation from the Collections Committee.
4. The applicant must get Board of Directors' approval.
5. The equipment must arrive at MCRHS at no cost to the Museum.
6. The Board of Directors may have approved policies that may affect this part.

3.Removal of Equipment

If equipment is sold to an outside party or does not have a lease, it must be removed at no expense to the Museum within 90 days of the sale, transfer of ownership, cancellation, or expiration of the lease. All appropriate fees must be paid before the equipment leaves the property. Other circumstances determined by the Board of Directors may also initiate the removal of the equipment.

In the event that a piece of equipment has not been removed from the museum property within the 90 day period, it will be deemed abandoned and shall become museum property.

In the event equipment in any category is sold, the lease is not transferable to the new owner(s). The museum must be given the right of first refusal when equipment is for sale in any category, before it is sold. The right of first refusal allows MCRHS to match or better the offer for the purchase of the equipment. The exception to this would be for selling shares of equipment between joint owners.

4.Specific Policies per Category of Equipment

a. Display Equipment Policies

1. Payment of the annual fee based on the current private equipment fee schedule, is due by January 1. **Any fees not paid by January 30 will be considered delinquent and the lease will be null and void, and the equipment shall be subject to removal procedures as stated in section 3.**

2. The Equipment shall be kept in good condition with regard to:
    a. Safety
    b. Appearance
    c. Restoration (should be historically accurate to the extent possible)
3. All owners shall carry liability insurance. You may have your own, or be carried on the museum's liability policy. Physical damage insurance may be purchased from the museum, or you may have your own carrier.
4. All rolling stock items on live track must be kept in a condition such that it can be moved at any time.
5. The Superintendent of Operations and the Collections Manager shall work together to determine the location of all rolling stock.
6. The Collections Manager shall determine the location of all nonrolling stock.

b. Operating Equipment Policies

1. The Equipment shall be delivered in good operating condition with regard to:
    a. Safety, including any applicable FRA, OSHA and/or any other state or federal regulations.
    b. Appearance
    c. Restoration, if applicable, should be historically accurate to the extent possible

2. All owners shall carry liability insurance. You may have your own, or be carried on the museum's liability policy. Physical damage insurance may be purchased from the museum, or you may have your own carrier.
3. The owner must negotiate a lease with the Board of Directors or their designee(s) for the operation of the equipment.

c. Outfit Car Policies

1. Payment of the annual fee based on the current private equipment fee schedule, is due by January l. **Any fees not paid by January 30 will be considered delinquent and the lease will be null and void, and the equipment shall be subject to removal procedures as stated in section 3.**

2. Grounds around and under the car must be kept free from litter and debris. The Outfit car track area is not a storage area. Adjoining grassy areas, if any, shall be mowed.
3. The car shall be kept in good condition with regard to:
    a. Safety
    b. Appearance
    c. Restoration (should be historically accurate to the extent possible)
4. No non-railroad items shall be visible from the outside of the car, such as TV antennas, beer signs, etc.
5. Occupants are responsible for disposing of all trash and unwanted material in the proper container. Do not leave trash sitting by, near, or under your car.
6. Occupants must not disturb others with loud music, partying, any loud noise, etc.
7. All cars must have a UL approved, functional fire extinguisher.
8. All cars must be kept in condition to allow them to be moved at any time.
9. No person shall occupy a car continuously for a period of more than two weeks without the consent of the Executive Director, Manager, or President in this order in case a position is vacant.
10. All car owners shall carry liability insurance. You may have your own, or be carried on the museum's liability policy. Physical damage insurance may be purchased from the museum, or you may have your own carrier.
11. The Superintendent of Operations or yardmaster will decide the location of all outfit cars on the property.
12. For your car to stay on the outfit car track you must be current with all applicable private equipment fees.
13. Firearms and fireworks are prohibited in the outfit car area.
14. The person or persons starting any fire will be fully responsible for any and all consequences the fire causes.
15. Drinking of alcoholic beverages in the public view is prohibited.
16. All outfit cars except those in the coach shed display area shall be unplugged from electrical power when not occupied for 48 hours or more. The museum may or may not provide electric power to the outfit car track area.

d. Other Private Equipment Policies

1. Payment of the annual fee based on the current private equipment fee schedule, is due by January 1. **Any fees not paid by January 30 will be considered delinquent and the lease will be null and void, and the equipment shall be subject to removal procedures as stated in section 3.**

2. The Equipment shall be kept in good condition with regard to:
    a. Safety
    b. Appearance
    c. Restoration, if applicable, should be historically accurate to the extent possible.

3. All owners shall carry liability insurance. You may have your own, or be carried on the museum's liability policy. Physical damage insurance may be purchased from the museum, or you may have your own carrier.

4. All rolling stock items on live track must be kept in a condition to be moved at any time.

5. The location of all rolling stock shall be at the discretion of the Superintendent of Operations.

6. The location of non-rolling stock equipment shall be in an area or areas designated by the Private Equipment Oversight Committee.

5.Fee and Leases

1. The Board of Directors shall set the private equipment fees based on the recommendations of the Private Equipment Oversight Committee.

2. The Office will send out invoices at the end of each year for the appropriate fees.

3. Fees will be due January 1 of each year. **Any fees not paid by January 30 will be considered delinquent and the lease will be null and void, and the equipment shall be subject to removal procedures as stated in section 3.**

4. Failure to adhere to the policies for a given equipment category, may result in the equipment being subject to removal procedures as stated in section 3.

5. The Private Equipment Oversight Committee shall once a year review all leases on equipment in all four categories: Display, Operations, Outfit, and Other.

6. The Private Equipment Oversight Committee shall once a year review all current private equipment fee schedules.

Private Equipment Policy last revised June 29, 2019

Donor Anonymity and Data Protection Policy

Purpose

This policy is in place to ensure consistent practices for the recording and control over the names and personal information of donors and organizations that wish to have their gifts remain anonymous and to assure donors that information about their donation is handled with respect and with confidentiality to the extent provided by law.

Measures to Protect Anonymity

- Donors may request anonymity for a donation via written or verbal communication. If request is made verbally, MCRHS staff shall immediately note the request in the sales receipt documentation. Both digital and paper documentation for the donation are to be retained in accordance with Internal Revenue Service rules and MCRHS's document retention policies.

- Anonymous donations are to be entered in MCRHS's accounting software under the Customer name "Anonymous." For internal tracking and recordkeeping purposes the donor name and address are to be entered in the Sales Receipt's general *Memo* field (but not the *Item Memo* field – therefore preventing the name from appearing on department ledger reports).

    - This entry system prevents the donor name from appearing in the standard monthly reporting to directors and superintendents as well as publicly published donor lists (i.e. *Mid-Continent Railway Gazette* donor roll, etc.).

    - By entering the donor name in the sales receipt Memo field, donor information is still available for future retrieval by authorized persons for compliance with IRS reporting.

- Donation anonymity requests are assumed to be a one-time request applying only to the current donation unless explicitly stated otherwise by the donor.

    - If the donor requests anonymity for all future donations, in addition to the previously outlined data entry steps, a new Customer record shall be created in the accounting software with the word "ANONYMOUS" appended to the name (ex. "Smith, John ANONYMOUS"). No transactions will be entered under this Customer name. Rather, this Customer name shall serve as a reminder during entry of future donations that the donor requested anonymity and must instead be entered under the Anonymous Customer record.

Protections from Unwanted Mailings

- Unless requested to be excluded, MCRHS may use contact information collected from donors to solicit future donations or keep donors informed of current events.

- Individually identifiable information about donors shall not be shared with third parties for the purpose of solicitation without express permission from the donor, except as required for Internal Revenue Service reporting or where otherwise required by law.

- If a donor requests to be excluded from all future solicitation mailings, their mailing address shall be removed from the address field of the accounting software to prevent accidental inclusion in computer-generated mailing lists. The address should instead be listed in the Customer Notes field and is to be used only if contact needs to be made for non-solicitation purposes.

Donor Anonymity and Data Protection Policy approved Sept. 22, 2018

Members Discussion Board Guidelines

Mission Statement

The Member's Discussion Board (hereinafter referred to as Discussion Board) is a moderated discussion board for the exchange of relevant, fact-based, information and ideas about Mid-Continent Railway Museum (MCRM). All kinds of inquiries regarding information on ongoing projects, exchanging ideas, news, and what is happening at Mid-Continent are welcome.

Guidelines

- The Discussion Board's primary purpose is to facilitate the exchange of information, advice, and suggestions, not to serve as a forum for debate.

- The Discussion Board requires all posters to adhere to a high standard of courtesy and civility. Polite, constructive criticisms, and polite responses to same, are acceptable. Insulting or inflammatory language; attempts to chill discussion; and personal, ad hominem, attacks on other posters are all prohibited. Please note that this standard is inherently subjective, and is considerably more restrictive than the standards on many other forums. Some people may not find it possible to express their full views and stay within this guideline. Other people may have legitimate philosophical objections to posting under inherently subjective moderation. In either case, we must respectfully ask them to express their views in other forums than this one.

- Defining what constitutes uncourteous, uncivil, or unconstructive speech, and deciding when continued discussion of a subject is no longer constructive, shall be within the sole discretion of the moderators of this Discussion Board. They may choose to issue a back-channel warning to the poster, may delete posts without warning, or may close threads to new posts without notice.

- All posts to the Discussion Board must have the real name of the member posting the message. Only members in good standing shall be allowed to post to this Discussion Board.

- No profanity. There will be zero tolerance for this, and posts containing profanity will be deleted on sight.

- While discussions and questions about what is happening at MCRM are welcomed, endless banter about "what might have been" and "how thing should have been" are discouraged because of its circular nature.

- The Board of Directors of MCRM has the final say on all posting to the Discussion Board. The Board of Directors of MCRM reserves the right to limit and/or permanently revoke the posting capability of any member to the Discussion Board who violates these guidelines.

Moderating Guidelines

If there is a post that does not meet the above stated Guidelines, the Moderators may engage in the following actions in moderating the Discussion Board:

- Direct contact with the member who posted the inappropriate message

- Locking the thread permanently or for a defined period of time

- Removing the post or thread. Removed posts shall be stored for one week to facilitate review. The Moderator who locked or removed a post/thread shall provide an explanation to the poster via email when the post/thread is removed.

- Removing the offensive portion of the message if by doing so the message still makes sense. The moderator will never add to a post, only delete portions. The moderator will include a note on the Discussion Board saying the post was moderated. The poster will be notified if a part of the post has been deleted, and will be offered the chance to delete the post if they disagree with the moderator's action.

- If a moderator believes that a poster is not abiding by the guidelines, said moderator may request that the MCRM Board of Directors review the status of the posting member.

Controversial Topics

From time to time, topics will inspire controversy among the members. In moderating such discussions, moderators will focus primarily on facilitating the continued polite exchange of fact-based information within the scope of the mission statement. Posts that the moderator believes may incite further discussion and /or debate away from the stated focus shall be subject to immediate modification. Controversial posts and discussions on topics identified in the stated focus shall be allowed if they comply with the terms set forth in the above Guidelines.

Appeals Process

Any poster who has had his/her post moderated is welcomed to inquire further about the reasoning behind the moderating action. However, the following course of action **MUST** be followed: The poster must contact the moderator who made the decision to moderate and obtain the reasoning behind the decision. If the poster remains unsatisfied, he may request the moderator to refer the matter to the MCRM Board of Directors for review. Upon receiving a request for review, the Board of Directors, at the next schedule meeting, shall appoint one board member to review the matter. The board member shall determine if the moderator properly followed the above guidelines and moderating guidelines in making the decision to moderate the post. If the board member determines that the moderator followed the guidelines, the moderator's decision shall stand. If the board member determines that the moderator did not follow the guideline, the post shall be reinstated. The decision of the board member reviewing the matter will be final.

Current Moderators

Pat Weeden	pweeden@weedengraphic.com
Jeff Lentz	jlentz@midcontinent.org
Nancy Kaney	nkaney@midcontinent.org

Member Discussion Board Guidelines Policy last revised May 25, 2018