

NRHS

National Railway Historical Society

Affiliate Handbook

Revision 2019A
March 23, 2019

National Railway Historical Society

Affiliate Handbook

Purpose of this Manual: To provide guidance for the development of NRHS Affiliate Groups by NRHS members and possible Affiliate Groups. It is also to be a reference for the operation of this special relationship with the NRHS. [The enabling motion approved by the NRHS Board of Directors on July 22, 2016 is found in Appendix A]

Definitions:

Affiliate Group or Affiliate Organization: Any organization that has requested to be affiliated with the NRHS, meeting the requirements in Appendix A, Approved by the NRHS Board of Directors, and current with dues payment and has not been dis-associated by the NRHS Board of Directors.

Chapter: A Chapter of the NRHS is an independent organization meeting the NRHS membership and other requirements as provided for in the NRHS By-Laws.

NRHS: Shorthand for National Railway Historical Society.

NRHS Member: A person who has followed the NRHS membership application procedure, been approved for membership, is current with their dues and has not been dismissed by the Board of Directors.

Purpose of the Affiliate Program: To encourage corporations to formally support the NRHS and its programs and be recognized for their support. This support will help the NRHS to maintain and expand key programs such as the Heritage Rail Grants, Media Preservation, and RailCamp.

The target corporations are those supplying railroad needs, those already involved in rail history and preservation, and those wanting to encourage youth career development. Those corporations that offer discounts to NRHS members can benefit from additional exposure to the NRHS membership. Many, if not all of the operations offering discounts to NRHS members would benefit by formal affiliation.

The benefit to the corporation further recognition of their products and services in the rail preservation community and peer recognition of them and their products and services. The NRHS chapters and members who are already active in these preservation activities through museums and tourist or other railroad operations are encouraged to look first to affiliates as suppliers for their needs.

Non-Profits engaged in rail preservation receive recognition of their efforts, and capabilities.

The employees/members of these organizations may enjoy participation in NRHS events and activities such as excursions as part of NRHS Conferences and Conventions.

Process: When any club, non-profit or for-profit corporation (organization) desires to affiliate with the NRHS without meeting the requirements of members holding NRHS membership is identified by an NRHS member, they should refer to this handbook.

The organization should receive a copy of this handbook. When the organization or its directors have voted to pursue affiliation, they should complete the application in Appendix B, Attach a check for their dues for the remainder of the current year and forward to the Secretary of the NRHS at the address shown, in Appendix D.

The Secretary will acknowledge receipt of the package by email to the designated person on the application which may be done by email.

The Secretary will present the Application materials to the NRHS Board of Directors at their next scheduled meeting for a vote to accept or reject the application.

If approved the check will be deposited in the appropriate NRHS or NRHS Fund account. If rejected it will be returned to the organization.

If approved, the Secretary will communicate this information and provide a Certificate of Affiliation to the Organization, and provide the essential information to the webmaster for inclusions on the NRHS website and NRHS Publication editors. The treasurer/membership chair will be responsible for annually invoicing the organization for their dues [through NeonCRM?]

Upon approval of affiliation, the Affiliate Group may begin incorporating the approved logo (appendix C:) in their publications, letterhead, and website. Affiliate members may also begin attending conferences, conventions and other NRHS Activities.

Affiliate Tracking: Keeping in mind that a corporation is a artificial person and the benefits committed to by the NRHS are similar to that of an NRHS member, the membership data base seems to be the appropriate tracking mechanism to ensure that an affiliate receives the these benefits. A flag needs to be included in the database to indicate the type of affiliate the particular corporation is, For-profit or Non-profit. This can also facilitate proper dues invoice processing. This flag, then also, would allow searching for Affiliate information for website directory and linkage purposes.

Dues: Dues are as currently approved by the NRHS Board of Directors. As of the date of this revision the dues are \$250 per year for non-profits and \$500 per year for for-profits. The proration is 1/12 of the above per month remaining in the current year as of the date of application. Dues will be remitted to the address on the dues invoice [or through the annual "NeonCRM" membership renewal process by credit card.]

Attending NRHS Activities: Affiliate members may attend NRHS activities by filing in the appropriate forms and paying the appropriate fees. Where the NRHS Membership number is requested they will simply enter their Affiliate's name or short reference. The documents for

activities will be found in the publications distributed to the Affiliate, and/or on the admin.nrhs.com website.

NRHS Publications: Printed versions of NRHS Publications will be sent to the address of record on the Application Form and recorded in the database. Electronic Publications will be sent to the Contact email address on the same form. NRHS publications may publish Affiliate listings in their documents.

Members of Affiliates are encouraged to make submissions to NRHS publications.

NRHS Affiliate Logo Use: The Affiliate may use the approved logo (appendix C) to indicate their affiliation with the NRHS on letterheads, and in publications, both print and electronic only so long as they maintain their affiliation and are current with their dues.

Electronic Linkages: The NRHS will include a linkage to an Affiliates website on its NRHS.com website citing Chapters and Affiliates. In return, the NRHS requests that the Affiliate include a linkage to “nrhs.com” at an appropriate location on the affiliates website.

Termination: An Affiliate may choose to dissolve their affiliation with the NRHS by a letter to the NRHS Secretary stating their desire to do so and including their Certificate of Affiliation. No paid dues will be returned. The Affiliate’s name will be removed from future NRHS publications and websites thereafter.

The NRHS Board of Directors may vote to terminate the affiliation of an Affiliate for cause after a hearing at which the Affiliate may choose to be represented and heard. Failure to pay dues after multiple invoices is a cause.

In either case, the Affiliate will cease using the NRHS Affiliate logo.

Appendix A. Enabling Document

To create an Organizational Member as outlined in Article IV, Section 2b of the NRHS Bylaws to be named "Affiliate Group". The definition of an "Affiliate Group" will be a group of non-members or an organization which desires to affiliate with NRHS.

1. NRHS membership is not required for any member of the Affiliate Group.
2. The NRHS will not track the membership of the Affiliate Group.
2. The Affiliate Group has no voting privileges for any NRHS matter.
3. The Affiliate Group will have no representation on the NRHS Advisory Council or NRHS Board of Directors.
4. Individual members of the Affiliate Group may be NRHS At-Large members or members of a Chapter but the Affiliate Group has no representation through those members.
5. The Affiliate Group application must be approved by the NRHS Board of Directors. The NRHS Board of Directors may reject an Affiliate Group application if the Board deems the activities of the group not compatible with the NRHS.
6. The Affiliate Group's members are eligible for second tier sales, as defined by the event's committee, for NRHS Conventions and any other NRHS activity.
7. The Affiliate Group will receive one copy of all NRHS publications, electronic or printed, to the group's address.
8. The Affiliate Group and the NRHS will encourage promotion of each other via publications, social media or web links. Other promotional activities may be approved through the NRHS Board.
9. The Affiliate Group will have limited use of the NRHS name and logo or will have use of a NRHS Affiliate Group logo.
10. A flat fee of five times the current regular member dues rate for a non-profit organization and ten times the current regular member dues rate for a for-profit organization will be charged to the group. The Affiliate Group rate is for one calendar year ending on December 31 of each year. The Board may allow a pro-rated fee structure during the application process.

Appendix B: Application

**Application for Affiliate Membership
National Railway Historical Society**

Organization Name: _____ **aka:** _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

Organization Type: () For Profit [\$500.00] () Non-Profit : §501 (C) __[\$250.00]

Website: _____

E-Pub Contact: _____ **email:** _____

Officers: _____ **email:** _____

_____ **email:** _____

_____ **email:** _____

_____ **email:** _____

Historian: _____ **email:** _____

Publication(s): _____

Indicate with an (e) after the name if available electronically.

Editor: _____ **email:** _____

Optional: The following may *be published to NRHS members, Chapters and Affiliates* () Yes () No

Meeting Time & Place: _____

Send Renewal Invoice to: () Above organizational email () email: _____

Requested By: _____

Position: _____

Please attach a one page summary description of the organization's purpose and history.

Appendix C: Approved Logo for Affiliate Use



Draft

Appendix D: NRHS Addresses.

USPS Address:

Officer Title or Name

National Railway Historical Society
505 South Lenola Road, Suite 226
Moorestown, N.J. 08057

Email Addresses:

Secretary: secretary@nrhs.com

President: president@nrhs.com

Treasurer: treasurer@nrhs.com

Additional Logo Ideas (6)



The above sample is shown in Appendix C.



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AFFILIATE

National Railway Historical Society Affiliate



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