

Chula Vista Live Steamers, Inc.
MANUAL OF PROCEDURES

PREFACE.

The Chula Vista Live Steamers, Inc. Manual of Procedures (MOP) is a working document intended to define the Articles of Incorporation, clarify policies (Use Agreement), interpret By-Laws and establish guidelines in the administration of the Chula Vista Live Steamers, Inc., herein referred to as Corporation, Corporate, Club, or CVLS. Further, this document may be revised by the Membership to maintain current guidelines; whereas the Articles require application to the State of California, the By-Laws are amendable at Annual Meetings. In all matters, the order of precedence is: Articles of Incorporation, Use Agreement, By-Laws, Manual of Procedures, and the Safety & Operating Rules.

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SECTION I – Documents, Adoptions, Amendments and Revisions.

1. CVLS Articles of Incorporation.
The Articles of Incorporation, filed 17 January 1974, as a non-profit corporation with the State of California for the primary purpose to operate live steam equipment for educational benefits on a leisure time basis. Amendable per Articles of Incorporation.
2. CVLS Use Agreement.
The City of Chula Vista Resolution #6760 adopted 27 February 1973 and amended 5 June 1990, provides provisions and specification for facility and uses of Rohr Park by CVLS. Amendable by the City of Chula Vista Council action.
3. CVLS By-Laws.
Adopted 28 May 1974 by CVLS to govern management and establish policies. Suggested amendments shall be submitted in writing to the Board of Directors prior to submission for vote by the Membership at the Annual Meeting. (By-Laws, Art. VII, Sec.1)
4. CVLS Manual of Procedures.
A CVLS working document to establish administrative guidelines and procedure for Directors, Officers, and Members. Amendable by revision, a two-thirds (2/3) vote of the Membership at a Regular Business Meeting is required.
5. CVLS Safety & Operating Rules.
A CVLS Member's personal booklet of regulations and qualifications governing safety and the operating rules pertaining to the "Sweet Water & Rohr Park Railroad," (By-Laws, Art. I, Sec.2). Revised by a two-thirds (2/3) vote of the Membership at a Regular Business Meeting.

SECTION II - Meetings and Events.

1. Quorum.
A quorum is defined as the recognition of those Regular and Senior Members in good standing at a regular constituted meeting (By-Laws, Art. IV, Sec.4).
2. Regular Meetings.
Regular Meetings scheduled for CVLS business management are scheduled on the last Wednesday of each month except when a holiday conflicts, 7:30 PM to 10:00 PM, at the National City Depot, 922 W. 23rd Street, National City, CA. 91950.
3. Annual Meeting.
The primary business of the Annual Meeting is for the election of Directors. The Annual Meeting is scheduled for the last Wednesday of June (By-Laws, Art. IV, Sec.1). A quorum is required for a valid election.
4. Scheduled Runs.
The "Scheduled Run" dates are the second full weekend of each month (except September) during daylight hours {generally noted as the second Saturday and the following day – Sunday} (see: Use Agreement - OPERATION.)

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5. Annual Events.
The annual events of CVLS are:
 - a.) The "Fall Meet," scheduled during the 4 days of Labor Day weekend.
 - b.) The "VIP Picnic," scheduled on the second Saturday of May.
 - c.) The "Handicapped Run," scheduled on the second Saturday of November.
6. Voting Rights.
Each paid-up Regular Member and Senior Member shall have the privilege of one vote each. Except where otherwise specified, a simple majority (51%) of the votes cast shall decide the issue under consideration.
7. Unscheduled Operations.
Unscheduled operations not listed on the CVLS Annual Calendar of Events including the operating of locomotives and equipment, static displays, picnics, special work days, meetings, etc., at the facility in Rohr Park must be approved by the Board of Directors (BOD). Notice of any unscheduled event must be submitted to the City Manager or designee via the CVLS Representative ten (10) days prior to the event. At least two (2) Regular or Senior Members, in good standing, must be present at any Unscheduled Event.
8. Annual Calendar.
The CVLS Annual Calendar of scheduled events will be determined by the Membership at the November business meeting and submitted by the CVLS Representative to the City in December, in accordance with the Use Agreement. (see Appx. D.5.)

SECTION III - Members and Membership.

1. Class of Members.
The classes of Membership (Articles of Incorporation, VI) are defined as:
 - a.) Regular Members (By-Laws, Art. II, Sec.2).
 - b.) Non-Resident Members (By-Laws, Art. II, Sec.3).
 - c.) Associate Members (By-Laws, Art. II, Sec.4).
 - d.) Junior Members (By-Laws, Art. II, Sec.5).
 - e.) Honorary Members (By-Laws, Art. II, Sec.6).
 - f.) Senior Members (By-Laws, Art. II, Sec.7).
 - g.) Charter Membership Certificate holders {CO - certificate only}, by number are special card-carrying guests (By-Laws, Art. II, Sec.8).
 - h.) Armed Forces personnel may be considered Non-Resident Members (By-Laws, Art. II, Sec.3).
2. Resignation and Leave of Absence.
Any Member in good standing may resign without prejudice or apply for a leave of absence by written notice to the BOD.
3. Suspension and Revocation.
Any Member may be suspended or membership revoked for good cause by a three-fourths (3/4) vote of the Membership at a regular constituted meeting.
4. Reinstatement.
Reinstatement to membership shall require a three-fourths (3/4) vote of the Membership at a regular constituted meeting. Consideration shall be given on a case basis.

SECTION IV - Directors and Officers.

1. Director Election.

The election of Directors to the Board of Directors (BOD) shall occur at the Annual Meeting, (By-Laws, Art. III, Sec.3.). The newly elected Directors shall assume his/her duties on July 1, Duties are defined in the By-Laws, Art. V, Sec.1. and in this Manual's Appendices.

2. Director/Officer Assignments.

Each Director, elected for a 2-year term, will serve as an Officer of the Corporation (Director/President, Director/Vice-President, Director/Facilities Superintendent) appointed by the Board of Directors (By-Laws, Art. V), during their term on the Board. The assigned duties are as follows:

A. President.

Scope - The President is responsible for the overall direction and administration of the Club. His/her duties include chairing the Regular Meetings, Annual Meeting, Board of Director Meetings, the appointment of Standing and Ad Hoc Committees and the execution of their tasks. (See additional duties listed in Appendix A.)

B. Vice-President.

Scope - The Vice-President will assume the duties of the President in his/her absence. Other duties of the VP will include the Station Master functions, i.e. interaction with the public, station control, and ensuring that safety prevails. He/She will be responsible for the coordination of all annual functions, public relations and coordinating any regular meeting programs. (See additional duties listed in Appendix B.)

C. Facilities Superintendent.

Scope - The Facilities Superintendent is responsible for all facility improvements and maintenance. The performance of his/her duties will include organization of work crews, equipment maintenance, material procurement and planing of overall facility improvements. (See additional duties listed in Appendix C.)

3. Directors at Large.

Specifically, Directors at Large (DL) shall assist Director/Officers, as necessary, serving in the functions of that office. (See additional duties listed in Appendix G.).

4. Removal or Resignation of Directors and/or Officers.

Any Director/Officer may be removed from the BOD, with published cause by resignation or recall. Any Director/Officer may resign from the BOD at any time by giving notice in writing to the Club Secretary. Any Director/Officer may be removed by a recall vote of the voting Membership at any meeting where advance notice of such intent has been given following the filing of a Recall Petition, signed by the majority of the eligible voters of the Club, with the Club Secretary. A quorum must be present or represented by absentee ballot to vote for Recall of a Director/Officer. A three-fourths (3/4) vote of the total Membership (in good standing) shall be required for the recall.

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5. Interim Director/Officer.
In the event that a Director/Officer vacancy is created by resignation, recall or death, an Interim Director/Officer (ID) may fill the vacancy by appointment through action of the presiding Directors. Said appointment is to be made within thirty (30) days or before the next business meeting (whichever occurs first). The Interim Director/Officer will serve out the unexpired term of the vacancy. (See policy regarding vacancies in By-Laws, Art. III, Sec.5.a.b.c.).

6. Officer Appointments/Elections.
The appointment of the CVLS Representative, the CVLS Secretary, and CVLS Treasurer shall be made by the BOD at the December Business Meeting. These Officers shall assume their duties immediately following the appointment action. When a transition occurs between one Officer and another, the outgoing Officer is expected to assist the incoming Officer in the orderly assumption of his/her duties. The duties of these Officers are as follows:
 - A. CVLS Representative.
Scope - The CVLS Representative is the Board Of Director's designated CVLS contact agent with the City of Chula Vista. (See additional duties listed in Appendix D.).
Term - The CVLS Representative shall be appointed annually by the BOD. The position of Representative may be held by the same person for a maximum of two (2) consecutive years. A one (1) year interim before eligibility for re-appointment.

 - B. CVLS Secretary.
Scope - The CVLS Secretary is responsible for properly recording the affairs and action of the Club, business meetings, the publication of the "FEEDWATER" and the safe-keeping of records and archives. (See additional duties listed in Appendix E.).
Term - The CVLS Secretary shall be appointed annually by the BOD. The position of Secretary may be held by the same person for a maximum of two (2) consecutive years. A one (1) year interim before eligibility for re-appointment.

 - C. CVLS Treasurer.
Scope - The CVLS Treasurer is responsible for the financial affairs of the Club including the proper recording and accounting of all income and expenditures of CVLS. (See additional duties listed in Appendix F.).
Term - The CVLS Treasurer shall be appointed annually by the BOD . The position of Treasurer may be held by the same person for a maximum of two (2) consecutive years. A one (1) year interim before eligibility for re-appointment.

7. Interim Officer Appointments.
In the event that an Officer vacancy CVLS (Representative, Secretary, Treasurer) is created by resignation, recall, or death, an Interim Officer may fill the vacancy by appointment through action of the present presiding Board of Directors. Said appointment is to be within thirty (30) days or before the next business meeting (whichever occurs first). The Interim Officer (IO) is to fulfill the unexpired term of the vacancy until the next December Business Meeting wherein the regularly scheduled appointments are made by the BOD. Interim Officer appointments shall not count against the maximum two consecutive year terms cited in paragraphs 6.A.,B., and C. above.

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SECTION V - Chairmen and Committees.

1. Chairmen Responsibility.
The Chairmen of Standing and Ad Hoc Committees are directly responsible to the President of the Club for their committee actions, including budget requirements. Status reports to the President are required one week prior to the Monthly Business Meetings. Directors serving on committees are limited to only one (1) director per committee.
2. Standing Committees.
 - A. CVLS Facility Long-Range Planning Committee (FLRPC).
The Facility Long-Range Planning Committee is charged with the development of the Corporation's objectives and is chaired by the Facilities Superintendent. Certain functions to assist the FLRPC may be assigned to Ad Hoc committees.
 - B. CVLS Facility Maintenance Committee (FMC).
The Facility Maintenance Committee will be Chaired by the Facilities Superintendent and is charged with all required facility authorized improvements and maintenance, including work crews. The FMC will review all Facility Improvement Requests (FIRS) and make recommendations to the Membership regarding work projects, priority assignments, equipment requirements and crews. The FMC is responsible for maintaining a Facility Manual listing work accomplishments, diagrams, device locations, operating instructions, equipment service records, track standards, etc.
 - C. CVLS Document Review Committee (DRC).
The Document Review Committee chaired by the Vice-President, is responsible for the periodic review of corporate documents (ref. Section 1) to assure continuity and purpose.
3. Ad Hoc Committees.
Ad Hoc Committees are appointed by the President for the purpose of resolving, aiding and/or providing assistance as may be deemed necessary in achieving CVLS goals.

SECTION VI - Records and Finance.

1. Records.
The Club shall have and maintain adequate and correct account record books of business, properties, and receipts for all expenditures. All such books and receipts shall be kept at a place designated by the Board of Directors, and available for inspection, on demand, by any Regular/Senior Member. At no time shall such books and receipts be moved from their designated location except by order of the BOD. Original documents, or exact copies thereof, including updating, may be made available, on demand, for inspection by any CVLS Member.
2. Expenditures.
Payments of money for notes, bills, statements, or other forms of approved Club indebtedness shall be made by check only for and in an account carried under the name "Chula Vista Live Steamers, Inc." as clearly marked on each check Any two of six authorized signatures must appear on each check, preferably the CVLS Treasurer and a BOD Member, (In the absence of the Treasurer, two BOD Members must sign). Bank card check authorization signatures shall be the CVLS Treasurer and Board of Directors only. The BOD shall have the authority, by two-thirds (2/3) vote of the BOD, for authorizing expenditures to a maximum of \$300.00 without Membership approval.

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3. Fees and Dues.

Dues and assessments are established by resolution of the CVLS Membership at an Annual Meeting. Upon application, an irrevocable donation of twenty-five dollars (\$25.00) is required to obtain a Charter Membership Certificate (CMC). The CMC is required for all Members. Annual dues are fiscal from the first day of July to the last day of June.

- A. Regular Member dues are established at forty dollars (\$40.00).
- B. Non-Resident Member fees are flat fee of fifteen dollars (\$15.00).
- C. Associate Member dues are established at two dollars (\$2.00) per event.
- D. Junior Members are not required to pay dues during the period that the sponsoring Regular Member's dues are in good standing.
- E. Honorary Members and Senior Members pay no dues.

4. Contracts.

The Board of Directors, except as otherwise specified in the Articles of Incorporation or in the By-Laws, may authorize any Corporate Officer or Officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances unless so authorized by the BOD, no Corporate Officer, agent, nor Member shall have any power or right to bind the Club by, or to, any contract or agreement, to pledge CVLS credit, or render CVLS liable for any purpose or any amount.

5. Donations.

The Club is hereby authorized to accept donations from Members, the Public and/or Guests without any obligation or redress of CVLS or its Membership.

SECTION VII - Facility and Properties.

1. Mailing Address.

The Club shall maintain a permanent mailing address. The current mail address is:

Chula Vista Live Steamers, Inc.
Post Office Box 369
Chula Vista, CA 91912-0369

2. Facility.

The CVLS Facility is the "Sweetwater & Rohr Park Railroad" buildings, structures, track and related appurtenances located in Rohr Park, City of Chula Vista, California.

3. Corporate Seal.

The CVLS Corporate Seal shall be circular in form and have inscribed therein the name of the Corporation "Chula Vista Live Steamers", the date of incorporation "January 17, 1974" and the words "California" and "Incorporated". The Seal shall be in the custody of the CVLS Secretary (Appendix E.)

4. Properties Log.

A record of the properties owned and/or held by CVLS shall be maintained by the Facilities Superintendent with the assistance of the CVLS Treasurer. This Log shall reflect all acquisitions and dispositions of CVLS properties.

5. Security.

The security of the Club Facility and its appurtenances is the responsibility of every Member.

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Members holding keys to the Facility have a special responsibility to safeguard these keys. All key issues will be recorded in the "Key Record Log", administered by the CVLS Rep., under control of the Facilities Superintendent.

SECTION VIII - Adoption and Revisions.

1. Adoption.

The Manual of Procedures was originally adopted 14 August 1985.

2. Revisions.

Changes to the Manual of Procedures are made by Revision, entered as follows:

- | | | | |
|---------------------|--------------------|--------------------|---------------------|
| a. Revised (6/86). | b. Revised (7/86). | c. Revised (1/87). | m. Revised (07/12). |
| d. Revised (2/87). | e. Revised (3/87). | f. Revised (8/90). | |
| g. Revised (12/92). | h. Revised (7/93). | i. Revised (7/95). | |
| j. Revised (6/98). | k. Revised (8/98). | l. Revised (6/99). | |

3. This Revision print date of 27 July 2012 approved by the Membership on 7-25-12 business meeting.

CVLS Secretary.

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Appendix A.

Duties of the CVLS Director/President.

The President shall:

1. Carry out the duties prescribed in the By-Laws, Article V, Sections 1,2, and 3; the Manual of Procedures, Section IV, 2., A.; and such additional duties as listed herein:
 - a. Be the Train Master for all railroad operations ensuring the proper enforcement of all CVLS Safety & Operational Rules. The Train Master may appoint a Dispatcher to assist in train movements.
 - b. Appoint/Re-appoint committees where needs dictate, overseeing the conduct and actions of appointed committees. Dissolving those committees when purpose and/or goals have been achieved; disbanding those committees in conflict.
 - c. Have the power to delegate authority, BUT responsibility shall remain with the President.
 - d. Be receptive to the experience and wisdom of Past Presidents, considering issues meaningfully, and for the good of the Club as a primary objective of any actions to be taken.

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Appendix B.

Duties of the CVLS Director/Vice-President.

The Vice-President shall:

1. Carry out the duties prescribed in the By-Laws, Article V, Sections 1,2, and 4; the Manual of Procedures, Section IV, 2., B.; Manual of Procedures, Section V, 2., C.: and such additional duties as listed herein:
 - a. Be the Station Master ensuring proper ticket agent staffing, control Station train dispatching in concert with the Train Master or Dispatcher, passenger control and enforcement of passenger safety rules, and public relations within the Station area.
 - b. Coordinate Club activities including the timely staffing and provisioning of the following events:
 - (a) CVLS VIP Picnic.
 - (b) CVLS Fall Meet.
 - (c) CVLS Handicapped Run.
 - (d) Other BOD authorized Special Runs and/or Special Events.
 - c. Organizes programs at Meetings for entertainment, education and refreshments; etc.
 - d. Delegates necessary support Assistants for the purpose of accomplishing designated tasks.

Appendix C.

Duties of the CVLS Director/Facilities Superintendent.

The Facilities Superintendent shall:

1. Carry out the duties prescribed in the By-Laws, Article V, Section 1, 2, and 5; the Manual of Procedures Section IV, 2.C.; Manual of Procedures, Section V, 2.A and B; and such additional duties as listed herein:
 - A. With respect to Run Days and Special Events:
 - (a) Inspect Track prior to operations.
 - (b) Take note of any Facility problems reported.
 - (c) Collect any FIRs (Facility Improvement Requests).
 - B. With respect to Work Days:
 - (a) Determine work/repair priorities.
 - (b) Assure availability of supplies and equipment for crews.
 - (c) Assign work to be done under proper supervision.
 - (d) Maintain a Work Record Log of tasks completed.
 - (e) Plan next work day effort.
 - C. With respect to Business Meeting reporting:
 - (a) Provide summary written report for Secretary's records.
 - (b) Report last month's work - acknowledge crew.
 - (c) Report on plan for next work day.
 - (d) Discuss future work day plans.
 - (e) Make requests for materials, crew, etc.
 - (f) Maintain a Properties Log of Club's physical assets (in concert with the CVLS Treasurer).
 - D. With respect to Yard Master duties:
 - (a) Yard Master (YM) is responsible for loading and unloading RR equipment (may appoint a Round House Foreman).
 - (b) YM is responsible for the location of rolling stock, movement of trains, turnout operation, and all functions pertaining to the Yards and Steaming-Bay area.
 - (c) YM is in charge of Switchers (locos) to make-up and break-up trains according to Train Orders from the Train Master or Dispatcher.
 - E. Delegate necessary support Assistants for the purpose of accomplishing designated tasks.

Appendix D.

Duties of the CVLS Representative.

The CVLS Representative shall:

1. Carry out the duties prescribed in By-Laws, Article V, Section 8; MOP, Section IV, 6., A., and additional duties as listed herein:
2. Serve as the CVLS official representative to all offices or of the City of Chula Vista and other agencies as directed by the Board of Directors (By-Laws, Article V, Sec. 8.).
3. Prepare and submit to the BOD an annual budget for the operation of his/her office. This budget is to be submitted in sufficient time to be acted on during the Annual Business Meeting. He/She shall also submit to the Treasurer all receipts, invoices and other authorized expenses pertaining to his/her office on a monthly basis.
4. Be responsible for securing required approvals or facility arrangements necessary for all scheduled or unscheduled CVLS events that take place on City of Chula Vista property. He/She will submit the Annual Calendar of Scheduled Events to the City (should be submitted in December for the timely approval by the City Manager or designee).
5. Be responsible for the preparation and submission of all necessary documents for continued operation of the Club (assistance from other Officers where necessary) to include:
 - a. Yearly Use Permits for Rohr Manor (business meetings) and Gazebo 12 (run days).
 - b. The annual report to the City of revenues generated from donations received for train rides (amended City Use Agreement).
 - c. Claims for damage to CVLS property.
 - d. Renew necessary annual insurance (NIA) requirement.
6. Provide the Board of Directors and the CVLS Secretary with copies of all incoming correspondence received from the City or other external agencies and provide record copies of any outgoing correspondence generated in the performance of his/her duties.
7. The CVLS Representative and CVLS Treasurer will work in consonance in the preparation and submittal of insurance and tax documentation. (refer MOP, Appx. F.,9.)

Appendix E.

Duties of the CVLS Secretary.

The CVLS Secretary shall:

1. Carry out duties as prescribed in the By-Laws, Article V, Section 6.; the MOP, Section IV, 6., C.; and such additional duties as listed herein:
 - a. Record the Business Meeting Minutes and maintain a file of same. Minutes shall be available to any CVLS Member for perusal upon request.
 - b. Forward to each BOD Member, a copy of the Meeting Minutes, within ten (10) days of the last Business Meeting.
 - c. A "Recording Secretary" may be delegated...however, responsibility remains with the CVLS Secretary.
2. Receive and respond, where necessary, to all correspondence addressed to the Club, maintaining an "IN" and "OUT" type of correspondence file. Also, prepare and issue and Club correspondence directed by the President and /or the BOD.
3. Maintain a current CVLS Membership Roster and on a reasonable periodic basis prepare and distribute a current roster to the Club Membership. Maintain a record of all Charter Membership Certificates issued.
4. Prepare an annual budget of expenses necessary for the operation of his/her office. This budget will be submitted to the BOD for approval in sufficient time to be acted on during the Annual Business Meeting.
5. Be responsible for the safekeeping of all Club documents, records, electronic media and archival material. A "Historian", "Librarian", "Photographer", etc. may be delegated...however the responsibility remains with the CVLS Secretary.
6. Maintain the CVLS Corporate Seal and applying the seal to any documents authorized by the Board of Directors.
7. Be the Editor of the Club newsletter. "FEEDWATER", responsible for its format, publication, and circulation, being assisted whenever necessary by delegated assistants. Contents of the FW should include the following:
 - a. Masthead listing Directors, Officer, Editor, etc. (reporters).
 - b. A record of scheduled operations - number of passengers carried, class of operation, number of pieces of motive power present, and any comments regarding Run. Note: The amount of donations received will NOT be published.
 - c. Business Meeting actions, motions and Member impact information.
 - d. Roster updates - welcome new members, addresses/phone additions or deletions, and any other changes to be made.
 - e. Newsworthy stories, ideas, tips, photos, etc. regarding the interests of Club Members.
8. The Secretary will ensure that all New Members receive a standard packet of the following items [see 8.a., 8.b., 8.c., 8.d., 8.e. on the following page, Appendix E continued].
 - a. The Regular or Senior Membership packet shall include:
 - Charter Membership Certificate.
 - CVLS Membership Card (Regular) or (Senior).

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- CVLS Safety & Operating Rule Book.
 - CVLS Member Business Cards (25).
 - CVLS Membership Roster.
 - CVLS Patch and CVLS Decals (1 ea. front & rear).
 - CVLS Coffee Cup.
 - Copy of CVLS By-Laws.
 - Copy of CVLS Manual of Procedures.
 - Copy of current "FEEDWATER" newsletter.
 - Copy of CVLS Track Scheme/Facility Plan.
 - Copy of CVLS Wheel Standards and Copy of Truck Plans.
 - Copy of CVLS Facility Improvement Request (FIR).
- b. The Non-Resident Membership packet shall include:
- Charter Membership Certificate.
 - CVLS Membership Card (Non-Resident).
 - CVLS Safety & Operating Rule Book.
 - Copy of CVLS By-Laws.
 - Copy of Manual of Procedures.
 - CVLS Membership Roster.
 - Copy of current "FEEDWATER" newsletter.
 - Copy of CVLS Track Scheme/Facility Plan.
 - Copy of CVLS Wheel Standards.
 - Copy of Truck Plans.
- c. The Junior Membership packet shall include:
- Charter Membership Certificate.
 - CVLS Membership Card (Junior).
 - CVLS Safety & Operating Rule Book.
 - CVLS Patch.
- d. The Honorary Member packet shall include:
- Charter Membership Certificate.
 - CVLS Membership Card (Honorary).
- e. The Associate Member packet shall include:
- CVLS Membership Card (Associate).
 - Copy of CVLS Safety & Operating Rules.
 - Copy of Track Scheme/Facility Plan.
 - Copy of CVLS Wheel Standards.

Appendix F.

Duties of the CVLS Treasurer.

The CVLS Treasurer shall:

1. Carry out the duties prescribed in the By-Laws, Article V, Section 7.; the MOP, Section IV, 6., C.; and such additional duties as listed herein:
2. Be responsible for the collection, disbursement and record-keeping of all Corporate funds except the Coffee Kitty and Security Keys. Receive and properly record all donations from the Public, Guests, Membership, and/or any other sources providing donations whether monetary or material.
3. Collecting of "Charter Membership Certificate" donations, including all dues and other fees relating to Membership application or renewal, issuing Membership Cards, their renewals, and proper receipts as required. Accepting no funds without issuing a receipt.
4. Maintain a current "paid-up" and "delinquent" CVLS Membership listing.
5. Provide a monthly Treasurer's Report for the Business Meetings, a copy to be given to the CVLS Secretary as a record copy and a copy to be given to the CVLS Representative for the preparation of the annual City report, which shall include: Savings Account Balance, Checking Account Balance, Cash on Hand, Total Operating Funds Balance, Insurance CD Account Balance, Totals Asset Balance, Cash Disbursement Balance, Pending Bills to be Paid, and the Dedicated Funds. This "T-Report" shall also include a Train Operational Report showing the following information: Daily total number of passenger carried (paying & nonpaying), Daily amount of ticket moneys donated, Daily number of trains operated and number of units of motive power (locos) present at the Facility. All BOD expenses shall be picked-up as line items on the monthly report. And such other financial listings as may be required by the Board of Directors.
6. Prepare and present an Annual Audit Report (profit & loss type) statement to the Membership at the Annual Business Meeting.
7. The Treasurer will use a "Voucher" system for the tracking of all CVLS expenditures as a means of simplifying audit.
8. Be responsible for maintaining and inventory of all saleable goods, i.e. badges, castings, cups, shirts, decals, books, etc, benefiting CVLS. Being responsible for the collection and proper recording (receipts) of all sales of such goods. The pricing of any such saleable items is to be authorized by the Board of Directors.
9. The CVLS Treasurer and CVLS Representative will work in consonance in preparation and submittal of insurance and tax reporting documentation (refer MOP, Appx. D., 8.).
10. The CVLS Treasurer will prepare an annual budget estimation of income and expenses. Each elected/appointed CVLS Officer will submit an estimate to the Treasurer of expenses for that office expected during the upcoming fiscal year. The annual budget is to be presented for approval by the Membership at the Annual Business Meeting.

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11. Will be responsible for the issuance of Facility control keys and turnout lock keys (switch keys). He/She shall maintain a key issue book as a permanent log of such transactions.

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Appendix G.

Duties of the CVLS Directors at Large.

The CVLS Directors at Large shall:

1. Carry out the duties prescribed in the By-Laws, Article 1, Section 1.; By-Laws, Article III, Section 1. and Section 3; and such additional duties as listed herein:
2. As members of the Board of Directors be available and capable to assist other Director/Officer members and/or Officers in the execution of their duties acting with aplomb and alacrity.

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(for notes)

Appendix H.

Incident Procedures.

To ensure that all CVLS Members are aware of the proper procedures to follow in the event of an incident, accident, or injury to any visitor, guest, riding passenger, or Member themselves at our Facility (or any sanctioned CVLS Activity), the following guidelines will be used:

1. Safety First Always! Be a leader in this important feature of our Club. Think about the Public's perception of your actions! The accident that is prevented is always handled correctly.
2. In the event of an accident or an injury:
 - a. Secure your equipment (locomotive and rolling stock) to prevent any movement and possible further injuries.
 - b. Get help immediately using your communicator or by sending a trainman for assistance.
 - c. DO NOT admit any fault or volunteer information to the injured party regarding our insurance coverage!
 - d. Render first aid assistance within your capability.
 - e. Make an immediate record of the incident (forms are available in the car barn) including names and addresses of the injured parties, witnesses, and the train crew. Be concise as to details including date/time of incident, the precise location, circumstances and nature of injuries, etc. This record must be submitted to a Board of Directors Member as soon as possible (preferably within the same day of the incident). A BOARD MEMBER WILL REPORT INJURY TO OUR INSURANCE CARRIER AT THE FIRST AVAILABLE OPPORTUNITY.
 - f. Make inquiry as to need for further medical attention, the Park Ranger's Office has a telephone if emergency assistance is needed. If injured party asks about payment for medical expenses, tell the party that a Board Member will contact them.
 - g. A final reminder. NEVER UNDER ANY CIRCUMSTANCES ADMIT YOUR LIABILITY OR THAT OF THE CLUB IN THIS MATTER! Let the BOD review the incident. If pressed about the incident, tell the person that is making the inquiry that the Board is investigating the incident and you do not know all the facts ... REFER THEM TO THE BOARD. Remember, we carry liability insurance as a Club, it is their responsibility to assist us in any way possible.
THIS INSURANCE RESOURCE IS VERY COSTLY AND IS NOT TO BE SQUANDERED BY OUR OWN THOUGHTLESS ACTS OF STUPIDITY. THINK ABOUT YOUR ACTIONS WHEN OPERATING ANY EQUIPMENT AT THE FACILITY. IF YOU SEE AN UNSAFE ACT STOP IT IMMEDIATELY! THAT IS YOUR JOB! SAFETY FIRST

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INCIDENT REPORT

This Report will be given to a Board of Directors Member as soon as completed (same day as incident being reported if possible).

Person making Report _____ Date _____

Nature of Incident (summarize what has happened), if this report deals with an accident on the Facility, be precise as to location, names of train crew, time of accident, describe all injuries sustained and any aid rendered. (Use a diagram on the reverse.)

Name(s) of any injured parties if applicable:

Name(s) of any witnesses if applicable:

Name(s) of persons/agencies render assistance:

* * * * *
* * * * *

For CVLS Board Use

CVLS Board Member taking Report _____

Date and time Report received date: _____ time: _____

Comments:

Requires Insurance Carrier notification: yes ___ no ___

If yes, date/time and person notified Disposition: _____

Track diagram and follow-up notes on reverse side of this form.

File form with CVLS Secretary date: _____