

## CHICAGOLAND LIONEL RAILROAD CLUB, INC

### PUBLICATION POLICIES AND PROCEDURES

The following policies and procedures have been adopted by the board of directors of the Chicagoland Lionel Railroad Club, Inc. These policies and procedures apply to and govern the operation and publication of the Club's newsletter together with any successor publication to the newsletter that the Club may establish. The newsletter editor and the editorial board created herein are bound by these policies and procedures and have no power or authority to deviate from them.

**1. Editorial Board.** An editorial board consisting of the president of the Club and two directors named by the president is hereby created. Prior to publication of each issue of the newsletter the newsletter editor shall submit to the editorial board all materials, including advertising, to be published therein. No issue of the newsletter shall be published without the prior approval of its entire contents and all advertising by the editorial board.

As to the editor, the decision of the editorial board to publish or not publish any material shall be final and unreviewable. Any member of the editorial board may ask the entire board of directors to review a decision of the editorial board. The editor shall have no authority to seek review of a decision of the editorial board. The board of directors may overrule a decision of the editorial board by a majority vote of all board members.

The editorial board shall not have the power to alter, change, or amend the policies and procedures set forth herein, nor shall it have the power to establish any policy or procedure relating to the newsletter that is inconsistent herewith. Only the board of directors shall have the power to alter, change, or amend any policy or procedure and, except as hereinafter provided, only the board of directors shall have the power to establish a policy or procedure for the newsletter. The editorial board's sole function is to ensure that all articles and advertising published in newsletter conforms to the policies and procedures established by the board of directors and that the procedures established by the board of directors with respect to publication of the Club newsletter are followed.

**2. Editor.** The newsletter editor is appointed by and reports to the president of the Club. The newsletter editor serves at will without compensation and may be discharged without notice at any time and for any reason by the president of the Club or by a majority vote of the board of directors. The board of directors may, by a vote of two thirds of all the directors, reinstate any editor removed by the president.

The newsletter editor is responsible for the writing, printing, and mailing of the Club newsletter. The newsletter editor is also responsible for eventually developing the newsletter into a magazine format. The newsletter editor shall follow all policies and procedures set forth herein and as they may be changed from time to time and shall follow such additional or other policies and procedures as may be adopted by the board of directors of the Club. The newsletter editor may set non-content based technical policies such as manuscript length, manuscript format, and deadlines.

**3. Editorial Policies.** The newsletter shall be published quarterly and will only contain articles, news items and letters which are consistent with the policies herein and whose publication has been approved by the editorial board. The newsletter may contain articles about railroads, railroad history, model railroading, Club activities, activities of other Clubs, and articles about model railroad products and services. Each issue of the newsletter shall contain the president's column.

All manuscripts submitted for publication shall be original works of the author. No article shall be reprinted from another publication, book, or media without the express written consent of the owner of the publication rights to the article.

Neither the newsletter nor the Chicagoland Lionel Railroad Club, Inc. shall pay nor agree to pay for the right to publish any article without the express approval of the board of directors of the Club. Unless otherwise expressly approved in a resolution of the board of directors and expressly stated in a letter to the publication rights signed by the Club president agreeing to pay for publication of any manuscript or article, it shall be presumed that all articles submitted for

publication in the newsletter are submitted for publication without payment to the author or holder of publication rights and no payment shall be made. Every edition of the newsletter shall contain a statement of this policy.

All articles reviewing model railroad products or comparing one manufacturer's product with the product of another manufacturer shall be signed by the author. Prior to publication of either a product review article or a comparative products the author must submit written data supporting any factual claims about any products discussed therein. The author of any article about or comparing product performance must submit a written protocol describing the methodology of all tests performed and a summary of all data obtained from such tests. The editor, the editorial board, or the board of directors may, in their sole discretion, require an author at his sole cost and expense to perform tests for either of them to verify any claims made by him in any article submitted for publication.

Any article or letter about or which contains references to any living person or existing artificial entity shall not contain any untrue factual statements or any derogatory or obscene statements about that person or entity.

No letter to the editor or to the newsletter will be published unless signed by its author.

The editor or the editorial board retains the right to and may in the sole discretion of either edit or refuse to print any letter or article for any reason.

The newsletter shall not express any opinion regarding any Club policy or action nor shall the newsletter express any opinion about or endorse any candidate for any Club office or any public office, elective or otherwise. The newsletter shall not publish any articles about any political, public policy, or social issue nor shall it express any opinion on such issues.

Each issue of the newsletter shall contain the following endorsement: "The views expressed herein are those of the author whose name appears with the article and are not necessarily the views of the Chicagoland Lionel Railroad Club, Inc. Furthermore, the Chicagoland Lionel Railroad Club, Inc. makes no representations or warranties about the safety

to humans, animals, or property nor the efficacy of any method of repair, construction, or treatment for or to any model train equipment, accessory, or layout or of any tool, product, or chemical described or recommended in any article, letter, or column, or in response to any question published in the newsletter. Nor does the Chicagoland Lionel Railroad Club, Inc. make any representation or warranty about the safety or efficacy of any method of wiring for any layout, accessory or equipment that is described, mentioned, or appears in diagram form in the this newsletter.”

**4. Advertising Policy.** The newsletter may contain advertising consistent with the policies set forth herein at such rates as the editor shall, with the approval of the board of directors, determine. The editor shall reject any advertising inconsistent with these polices.

The newsletter may contain advertising from any manufacturer of model trains or model railroad products or accessories. No hobby shop advertising other than from Berwyn Toy Trains shall be accepted. No advertising shall be accepted that is lewd, obscene, derogatory, defamatory, or which may subject the Club to any type of legal action. The editor and the editorial board retain the right to refuse to accept any advertising for any reason. All advertising revenues shall be given to the Club Treasurer and shall be deposited in the Club’s bank account. Neither the editorial board nor the newsletter editor may maintain any account for the deposit of advertising revenues. The newsletter editor shall account for and turn over to the Club Treasurer all advertising revenue received. The newsletter editor shall keep such records as the Treasurer may direct and provide such reports to the Treasurer as the Treasurer may direct at such times as the Treasurer may direct.

**APPROVED:**

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