# Midwest Region National Model Railroad Association, Inc.

### **Constitution**

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

#### **Constitution**

Article I – Name, Authority and Purpose

- 1. The name of this organization is the Midwest Region (hereinafter the "Region") of the National Model Railroad Association, Inc. (hereinafter the "NMRA").
- 2. The Region is established under the Regulations of the NMRA (hereinafter the "Regulations") and is incorporated as a not-for-profit organization under the laws of the State of Illinois. This Constitution and the Bylaws and Policies & Procedures provided for in Article V below set forth rules regulating the affairs of the Region. Collectively these organizational documents constitute the Executive Handbook. In the event of a conflict between the Executive Handbook and the laws of the State of Illinois or the Regulations, the laws of the State of Illinois or the Regulations, as appropriate, shall govern.
- 3. The purposes of the Region, as set forth in its Articles of Incorporation, are to promote, stimulate, foster, and encourage by all manner and means the art and craft of model railroading and the preservation of the history, science, and technology thereof. The Region is organized exclusively for charitable, educational, literary, and scientific purposes consistent therewith and within the meaning of section 501(c)(3) of the Internal Revenue Code.

Article II – Members

- 1. Except to the extent otherwise provided in the Regulations, each member of the NMRA who resides in the Region's territory as defined in the Regulations shall be a member of the Region (hereinafter a "resident member").
- 2. Except to the extent otherwise provided in the Regulations, each member of the NMRA who does not reside in the Region's territory as defined in the Regulations may become a member of the Region pursuant to the Bylaws and/or Policies & Procedures (hereinafter a "non-resident member").
- 3. The members shall meet at least annually. Each resident and non-resident member shall receive notice of any meeting of members. Ten (10) or more members who are present in person shall constitute a quorum for the conduct of business at any meeting of members.

#### Article III – Officers and Directors

- 1. The officers of the Region shall consist of a President, a Vice President, a Secretary, a Treasurer and the Immediate Past President. The officers shall be elected or appointed and shall serve pursuant to the Bylaws and/or Policies & Procedures.
- 2. The directors of the Region shall consist of seven (7) Directors-at-Large and a Division Director for each Division in the Region. The Directors-at-Large shall be elected or appointed and shall serve pursuant to the Bylaws and/or Policies & Procedures. Each Division shall designate a Division Director to represent that Division.
- 3. The officers and directors shall constitute the Board of Directors (hereinafter the "Board"). The Board shall be responsible for the governance and administration of the Region between meetings of the members. Five (5) or more members of the Board who are present in person shall constitute a quorum for the conduct of business at any meeting of the Board.
- 4. The officers shall constitute an Executive Committee, which shall be responsible for the governance and administration of the Region between meetings of the Board. The Executive Committee may meet in person, by teleconference or by other electronic means. Three (3) or more members of the Executive Committee who are present for a meeting shall constitute a quorum for the conduct of business at any meeting of the Executive Committee.
- 5. The President, or a resident member designated by the President, shall serve as the Region's representative to the Regional Advisory Council established by the Regulations. The President shall designate a resident member as the Region's alternate representative to the Regional Advisory Council. If the Region's representative is unable to participate in the Regional Advisory Council, the Region's alternate representative shall represent the Region.

Article IV – Divisions

- 1. Pursuant to the Regulations, the Board may subdivide the Region into Divisions to facilitate the purposes of the Region.
- 2. The name and geographic area served by each Division shall be set forth in the Bylaws.

Article V – Bylaws and Policies & Procedures

- 1. The Board shall adopt Bylaws for the governance and administration of the Region. Bylaws shall conform with the Regulations and this Constitution. The Board may amend the Bylaws at any meeting of the Board, provided, however, that the proposed amendment is included with the notice of the meeting.
- 2. The Board may adopt Policies & Procedures to facilitate implementation of this Constitution and the Bylaws. The Board may delegate authority for adopting Policies & Procedures to the

Officers and Standing Committees or Subcommittees that it establishes in the Bylaws. Policies & Procedures shall conform with the Regulations, this Constitution and the Bylaws.

Article VI – Amendments

- 1. Amendments to this Constitution may be initiated by any resident member by filing a proposed amendment with the Secretary by electronic or regular mail. A proposed amendment shall include the current wording of the Article and Section to be amended, the proposed wording and an explanation of the proposed change.
- 2. Within thirty (30) days of receiving a proposed amendment, the Secretary shall forward it to the Board by electronic or regular mail. The Board shall consider the proposed amendment at its next regularly scheduled meeting. The originator of the amendment shall be given an opportunity during that meeting to present arguments in favor of the proposed amendment.
- 3. If a majority of the Board members attending the meeting approve the proposed amendment, it shall be submitted to resident members for an electronic or regular mail vote. Balloting shall be conducted pursuant to the Bylaws and/or Policies & Procedures. If a majority of the resident members returning ballots favor the proposed amendment, it shall be adopted. Within thirty (30) days of the approval of an amendment, the Secretary shall forward a revised Constitution to the Board by electronic or regular mail and shall publish it on the Secretary's Page of the Region's Website.

Article VII – Dissolution

 Upon the dissolution of the Region, the Board shall, after paying or making provision for the payment of all of the liabilities of the Region, dispose of all of the assets of the Region exclusively for the purposes of the Region in such manner or to such organization or organizations established and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code, as the Board shall determine.

# Midwest Region National Model Railroad Association, Inc.

#### <u>Bylaws</u>

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

#### <u>Bylaws</u>

Article I – Purpose, Authority, and Administration

- 1. The purpose of these Bylaws is to facilitate the governance and administration of the Midwest Region (hereinafter the "Region") of the National Model Railroad Association, Inc. (hereinafter the "NMRA").
- 2. These Bylaws are established pursuant to Article V, Section 1 of the Region's Constitution. The Region's Constitution, these Bylaws and the Policies & Procedures provided for in Article IX below set forth rules regulating the affairs of the Region. Collectively these organizational documents constitute the Executive Handbook.
- 3. The Region's principal office shall be at the address of the President or such other address as determined by the Board of Directors (hereinafter the "Board"). The Region may have additional offices at other places as determined by the Board.
- 4. Cash assets shall be maintained by the Treasurer in one or more bank accounts pursuant to Article II, Section 4, Subsection a below. Non-cash assets shall be entrusted to members as determined by the President.
- 5. The fiscal year of the Region shall be the calendar year.

Article II – Officers

- 1. President.
  - a. The President shall have general supervision over all of the affairs of the Region; shall preside at all meetings of the members, of the Board and of the Executive Committee; shall appoint all committees except the Executive Committee and except as provided in Article IV below; shall fulfill all of the functions of the office prescribed in the Region's Constitution or elsewhere in these Bylaws and with the approval of the Executive Committee shall take action on all matters not covered in the Constitution or these Bylaws which will advance the purposes of the Region.
  - b. The President shall be elected in odd-numbered years by the resident members of the Region for a term of two (2) years. Balloting shall be regulated by Policies & Procedures adopted by the Election Committee provided for in Article IV, Section 1, Subsection d below. In the event of a tie, a majority of the incumbent Board members

attending the Spring meeting of the Board shall break the tie by written ballot. The President may serve two (2) complete consecutive terms in office before a break in service. The President may not serve concurrently in any other office, as a Directorat-Large or as a Division Director.

- c. Any vacancy occurring in the office of President shall be filled by the Vice President.
- 2. Vice President.
  - a. The Vice President shall serve as Chairman of the Promotions and Special Projects Committee provided for in Article IV, Section 1, Subsection j below and shall perform such other duties as may be assigned by the President. The Vice President shall assume the duties of the President in the President's absence or temporary inability to serve.
  - b. The Vice President shall be elected in odd-numbered years by the resident members of the Region for a term of two (2) years. Balloting shall be regulated by Policies & Procedures adopted by the Election Committee provided for in Article IV, Section 1, Subsection d below. In the event of a tie, a majority of the incumbent Board members attending the Spring meeting of the Board shall break the tie by written ballot. The Vice President may serve two (2) complete consecutive terms in office before a break in service. The Vice President may not serve concurrently in any other office, as a Director-at-Large or as a Division Director.
  - c. Any vacancy occurring in the office of Vice President shall be filled by appointment by the President and confirmed by the Board at its next regularly scheduled meeting.
- 3. Secretary.
  - a. The Secretary shall prepare minutes of all meetings of the members, of the Board and of the Executive Committee; shall maintain the Executive Handbook; shall distribute the minutes and the Executive Handbook to the members of the Board by electronic or regular mail; shall publish the minutes and the Executive Handbook on the Secretary's Page of the Region's Website; shall advise the Board of changes in the Regulations of the NMRA (hereinafter the Regulations) that may affect the Executive Handbook and shall fulfill all of the functions of the office prescribed in the Constitution and elsewhere in these Bylaws.
  - b. The Secretary shall be appointed by the President with the approval of the Board. The Secretary may serve indefinitely. The Secretary may not serve concurrently in any other office, as a Director-at-Large or as a Division Director.
  - c. Any vacancy occurring in the office of Secretary shall be filled by appointment by the President and confirmed by the Board at its next regularly scheduled meeting.

- 4. Treasurer.
  - a. The Treasurer shall maintain books and records of the financial transactions of the Region; shall, with the concurrence of the Executive Committee, open and close bank accounts and make investments as necessary; shall report the Region's financial position and results of operation for the prior calendar year to the Board at its Spring meeting; shall submit the books and records for the prior calendar year to the Audit Committee provided for in Article IV, Section 1, Subsection a below within thirty (30) days after the Board's Spring meeting; shall report the Region's financial position and results of operation for the current calendar year to date to the Board at its Fall meeting; shall submit a budget for the next calendar year to the Board at its Fall meeting and shall fulfill all of the functions of the office prescribed in the Constitution and elsewhere in these Bylaws.
  - b. The Treasurer shall be appointed by the President with the approval of the Board. The Treasurer may serve indefinitely. The Treasurer may not serve concurrently in any other office, as a Director-at-Large or as a Division Director.
  - c. Any vacancy occurring in the office of Treasurer shall be filled by appointment by the President and confirmed by the Board at its next regularly scheduled meeting.
- 5. Immediate Past President
  - a. The Immediate Past President shall serve as Chairman of the Long Range Planning and Implementation Committee provided for in Article IV, Section 1, Subsection g below and shall perform such other duties as may be assigned by the President.
  - b. The President shall become the Immediate Past President at the end of his or her tenure. The Immediate Past President shall serve until his or her successor as President completes his or her tenure. The Immediate Past President may not serve concurrently in any other office, as a Director-at-Large or as a Division Director.
  - c. Any vacancy occurring in the office of Immediate Past President shall be filled by the appointment of a former President by the President and confirmed by the Board at its next regularly scheduled meeting.
- 6. An officer may be removed from office for cause by a two-thirds (2/3) roll call vote at a regularly scheduled meeting of the Board.

Article III – Directors

1. The Directors-at-Large and the Division Directors in conjunction with the Officers shall form the Board and shall be responsible for the governance and administration of the Region between meetings of the members.

- 2. Three (3) Directors-at-Large shall be elected in odd-numbered years and four (4) Directors-at-Large shall be elected in even-numbered years by the resident members of the Region for a term of two (2) years. Balloting shall be regulated by Policies & Procedures adopted by the Election Committee provided for in Article IV, Section 1, Subsection d below. In the event of a tie, a majority of the incumbent Board members attending the Spring meeting of the Board shall break the tie by written ballot. A Director-at-Large may serve two (2) complete consecutive terms in office before a break in service. A Director-at-Large may not serve concurrently as an Officer or as a Division Director. Any vacancy among the seven (7) Directors-at-Large shall be filled by appointment by the President and confirmed by the Board at its next regularly scheduled meeting.
- 3. Each Division shall designate a Division Director to represent that Division. The name, address, telephone number and electronic mail address of each Division Director shall be certified by the Chief Clerk of each Division to the Secretary by electronic or regular mail whenever a change occurs. Unless proscribed by his or her Division, a Division Director may serve indefinitely. A Division Director may not serve concurrently as an Officer or as a Director-at-Large. Unless Article V, Section 8 below applies, each Division will promptly designate a replacement Division Director whenever a vacancy occurs.
- 4. A director may be removed from office for cause by a two-thirds (2/3) roll call vote at a regularly scheduled meeting of the Board.

Article IV – Committees

- 1. The following Standing Committees and Subcommittees are established to carry out prescribed functions:
  - a. Audit.
    - 1) Function: Responsible for annually reviewing the Treasurer's books and records for the prior calendar year. The review shall begin no later than forty-five (45) days after the Spring meeting of the Board. The results of the review shall be reported at the Fall meeting of the Board.
    - 2) Membership: A Chairman and other members as deemed necessary by the Chairman.
  - b. Clinic Clearing House.
    - 1) Function: Responsible for compiling, cataloging and disseminating a list of currently available clinics.
    - 2) Membership: A Chairman and the Division Clinic Coordinators provided for in Article V, Section 4 below. A Division's Clinic Coordinator should be the individual who schedules clinics for the Division.

- c. Convention.
  - 1) Function: Responsible for securing one (1) or more bids at least two (2) years in advance of the Annual Convention provided for in Article VII, Section 1 below and for coordinating the Region's requirements with the host organization after its bid is accepted by the Board.
  - 2) Membership: A Chairman, the Chairmen of the Subcommittees enumerated below and the Division Convention Coordinators provided for in Article V, Section 4 below. A Division's Convention Coordinator should be an individual who is familiar with the conduct of Region conventions.
  - 3) Requirement: Establish and maintain Convention Committee Policies & Procedures.
  - 4) Subcommittees:
    - a) Model Contest: Responsible for conducting model contests at conventions and for selecting qualified judges for the various contests.
    - b) Photo Contest: Responsible for conducting photo contests at conventions and for selecting qualified judges for the various contests.
    - c) Auction: Responsible for the establishment and operation of auctions at conventions.
    - d) Non-rail: Responsible for the encouragement and coordination of non-rail events and/or programs at conventions.

Each Subcommittee shall consist of a Chairman and other members as deemed necessary by the Chairman.

- d. Election.
  - 1) Function: Responsible for preparing, distributing and counting ballots for the election of the President, Vice President and Directors-at-Large and for amendments to the Constitution.
  - 2) Membership: A Chairman and one other member who lives in the vicinity of the Chairman.
  - 3) Requirement: Establish and maintain Election Committee Policies & Procedures that preserve the right of members to write in names not otherwise on a ballot.

- e. Estate Counseling.
  - 1) Function: Responsible for coordinating and disseminating information pertaining to the disposal of model railroad equipment and railroad memorabilia of members.
  - 2) Membership: A Chairman and other members as deemed necessary by the Chairman.
- f. Internet.
  - 1) Function: Responsible for establishing and maintaining a Region Website for the purpose of disseminating Region information to members and to the general public.
  - 2) Membership: A Chairman, who will normally be the Region's Webmaster, the Secretary and the Division Internet Coordinators provided for in Article V, Section 4 below. A Division's Internet Coordinator should be the Division's Webmaster or, if the Division does not have a Webmaster, a member with sufficient knowledge of the Division's operations that he or she can facilitate maintenance of a Division web page within the Region's webspace by the Region's Webmaster.
- g. Long Range Planning and Implementation.
  - 1) Function: Responsible for formulating and implementing approved long range goals, plans and programs to foster the purposes of the Region as stated in Article I, Section 3 of the Constitution.
  - 2) Membership: A Chairman, who as provided in Article II, Section 5, Subsection a above shall be the Immediate Past President, and other members as deemed necessary by the Chairman.
- h. Membership.
  - 1) Function: Responsible for coordinating membership matters between the Administration Department of the NMRA (hereinafter the "Administration Department") and the Divisions, for disseminating membership data received from the Administration Department to the Divisions and for providing member electronic and/or regular mail address information to the Officers and/or appropriate Committees for purposes of fulfilling responsibilities enumerated in Article VII below and elsewhere in the Executive Handbook.
  - 2) Membership: A Chairman and the Division Membership Coordinators provided for in Article V, Section 4 below. A Division's Membership

Coordinator should be the individual who is the point of contact for membership matters within the Division.

- 3) Requirement: Establish and maintain Membership Committee Policies & Procedures that include the table provided for in Article V, Section 1 below that correlates each Zip Code in the Region with the appropriate Division.
- i. Nominating.
  - 1) Function: Responsible for developing a list of candidates to be placed on the annual ballot by its own nomination and/or by acceptable nominating petitions. The list and a biography & photograph for each candidate shall be filed with the Secretary by electronic or regular mail at least fifteen (15) days prior to the Fall meeting of the Board.
  - 2) Membership: A Chairman and two (2) other members, each of whom are from different Divisions.
  - 3) Requirement: Establish and maintain Nominating Committee Policies & Procedures that preserve the right of members to place a resident member's name in nomination by filing a petition signed by at least ten (10) resident members with the Chairman at least forty-five (45) days prior to the Fall meeting of the Board.
- j. Promotions and Special Projects.
  - 1) Function: Responsible for developing programs promoting model railroading and membership in the NMRA and for developing special offers for fund raising and other purposes.
  - 2) Membership: A Chairman, who as provided in Article II, Section 2, Subsection a above shall be the Vice President, and other members as deemed necessary by the Chairman.
- k. Publications
  - 1) Function: Responsible for publishing and distributing the *Waybill* pursuant to Article VIII, Section1 below.
  - 2) Membership: A Chairman, who will normally be the Editor of the *Waybill*, and the Division Publications Coordinators provided for in Article V, Section 4 below. A Division's Publications Coordinator should be the individual who is the editor of the Division's newsletter or similar publication.
  - 3) Requirement: Establish and maintain Publications Committee Policies & Procedures.

- l. Youth
  - 1) Function: Responsible for coordinating Region support of the Scout Merit Badge or similar programs and for administering the Youth Fund
  - 2) Membership: A Chairman and other members as deemed necessary by the Chairman.
  - 3) Requirement: Establish and maintain Youth Committee/Youth Fund Policies & Procedures.
- 2. The President may establish ad hoc committees for any purpose. All such committees shall be dissolved at the end of the appointing President's tenure.
- 3. Committee members shall be members of the Region, but do not need to be members of the Board.
- 4. Except as otherwise provided in the Subsections of Article IV, Section 1 above, Chairmen and members of standing committees shall be appointed by the President, where practicable within ninety (90) days after assuming office, and shall serve at the President's pleasure.
- 5. Whenever a Chairman determines that additional committee members are necessary to accomplish the functions of his or her committee, the Chairman will submit names of recommended individuals to the President for appointment. If the President declines to appoint a recommended individual, he or she will notify the Chairman so that the Chairman can recommend another individual.
- 6. Chairmen may, at their discretion, call meetings of their committees or subcommittees for the purpose of coordinating, initiating, planning and implementing a particular project, function or duty for which their respective committees or subcommittees are responsible. Committees or subcommittees may meet in person, by teleconference or by other electronic means.

Article V – Divisions

- 1. Pursuant to Article IV, Section 2 of the Constitution, the following Divisions are established:
  - a. Wisconsin Southeastern (WSE) 2801

Includes the following counties in the State of Wisconsin: Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha.

b. South Central Wisconsin (SCW) – 2802

Includes the following counties in the State of Wisconsin: Adams, Columbia, Dane, Iowa, Jefferson, Juneau, Lafayette, Richland, and Sauk.

c. Winnebagoland (WLD) – 2803

Includes the following counties in the State of Michigan: Alger, Baraga, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Marquette, Menominee, Ontonagon, and Schoolcraft.

Includes the following counties in the State of Wisconsin: Brown, Calumet, Dodge, Door, Florence, Fond du Lac, Forest, Green Lake, Iron, Kewaunee, Langlade, Lincoln, Manitowoc, Marathon, Marinette, Marquette, Menominee, Oconto, Oneida, Outagamie, Portage, Shawano, Sheboygan, Vilas, Waupaca, Waushara, Winnebago, and Wood.

d. Calumet (CAL) – 2804

Includes the following counties in the State of Illinois: Cook (south of Roosevelt Road and east of Austin Boulevard or the southward extension of Austin Boulevard to Interstate Highway 55 and south of Interstate Highway 55 and east of US Route 45), Ford, Iroquois, Kankakee, and Will (east of US Route 45).

Includes the following counties in the State of Indiana: Elkhart, Fulton, Jasper, Kosciusko, Lake, La Porte, Marshall, Newton, Porter, Pulaski, Saint Joseph, and Starke.

Includes the following county in the State of Michigan: Berrien.

e. Illinois Valley (IVD) - 2805

Includes the following counties in the State of Illinois: Adams, Brown, Bureau, Cass, Fulton, Grundy, Henry, Knox, LaSalle, Livingston, Logan, Marshall, Mason, McDonough, McLean, Menard, Mercer, Morgan, Peoria, Pike, Putnam, Rock Island, Sangamon, Schuyler, Scott, Stark, Tazewell, Warren and Woodford.

f. Central Indiana (CID) – 2806

Includes the following counties in the State of Indiana: Bartholomew, Benton, Boone, Brown, Carroll, Cass, Clay, Clinton, Daviess, Delaware, Dubois, Fountain, Gibson, Greene, Hamilton, Hancock, Hendricks, Howard, Jackson, Jennings, Johnson, Knox, Lawrence, Madison, Marion, Martin, Miami, Monroe, Montgomery, Morgan, Orange, Owen, Parke, Perry, Pike, Posey, Putnam, Shelby, Spencer, Sullivan, Tippecanoe, Tipton, Vanderburgh, Vermillion, Vigo, Warren, Warrick, and White. Includes the following counties in the Commonwealth of Kentucky: Ballard, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Fulton, Graves, Hancock, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Muhlenberg, Ohio, Todd, Trigg, Union, and Webster.

g. Illinois Terminal(ITD) – 2807

Includes the following counties in the State of Illinois: Champaign, Christian, Clark, Coles, Crawford, Cumberland, DeWitt, Douglas, Edgar, Effingham, Fayette, Jasper, Lawrence, Macon, Moultrie, Piatt, Richland, Shelby, Vermillion.

h. North Shore & Western (NSW) – 2808

Includes the following counties in the State of Illinois: Cook (north of Roosevelt Road and east of Austin Boulevard to North Avenue and north of North Avenue and east of Interstate Highway 294) and Lake (east of Interstate Highway 94).

i. Fox Valley (FVD) - 2809

Includes the following counties in the State of Illinois: Cook (north of the eastward extension of the Cook-DuPage county line and west of Interstate Highway 294), Kane (north of the westward extension of the Cook-DuPage county line), Lake (west of Interstate Highway 94), and McHenry.

j. Rock River Valley (RRV) – 2810

Includes the following counties in the State of Illinois: Boone, Carroll, De Kalb, Jo Daviess, Lee, Ogle, Stephenson, Whiteside, and Winnebago.

Includes the following counties in the State of Wisconsin: Green and Rock.

k. DuPage (DUP) – 2811

Includes the following counties in the State of Illinois: Cook not otherwise included in Calumet, Fox Valley and North Shore & Western, DuPage, Kane (south of the westward extension of the Cook-DuPage county line), Kendall, and Will (west of US Route 45).

Because the Administration Department assigns members to Divisions based on a member's Zip Code, the Membership Committee provided for in Article IV, Section 1, Subsection h above shall maintain as part of its Policies & Procedures a table that correlates each Zip Code in the Region with the appropriate Division. The table shall be based on the geographic parameters cited above.

2. Each Division shall adopt organizational documents that are consistent with the Regulations and the Executive Handbook. Each Division shall file a complete copy of its organizational

documents with the Secretary by electronic or regular mail whenever a change is made to those documents.

- 3. In its organizational documents, each Division shall provide for the periodic election or appointment of a Superintendent, an Assistant Superintendent, a Chief Clerk, a Paymaster and such other officers and directors as it deems appropriate in its circumstances. The names, addresses, telephone numbers and electronic mail addresses of the Superintendent, Assistant Superintendent, Chief Clerk and Paymaster shall be reported to the Secretary by electronic or regular mail whenever a change occurs.
- 4. In its organizational documents, each Division shall provide for the periodic election or appointment of Clinic, Convention, Internet, Membership and Publications Coordinators as provided under applicable Subsections of Article IV, Section 1 above. The names, addresses, telephone numbers and electronic mail addresses of these Coordinators shall be reported to the Chairman of the applicable Committee by electronic or regular mail whenever a change occurs.
- 5. Divisions may accept NMRA membership applications and may collect NMRA dues. Applications and dues shall be forwarded pursuant to Policies & Procedures established by the Treasurer in coordination with the Membership Committee Chairman.
- 6. Each Division shall advance the purposes of the Region by holding meetings or other events in its territory. However, Divisions shall not hold meetings or other events within five (5) days of a convention that is held pursuant to Article VII, Section 1 or Section 2 below.
- 7. Each Division is expected to hold at least one meeting each calendar year. If no meetings are held for three (3) years, a Division will be deemed inactive. Any assets of an inactive Division will be disposed of in accordance with the Division's organizational documents. If no provision has been made for the disposition of such assets, they will be converted to cash, remitted to the Treasurer and added to the general funds of the Region.
- 8. If a Division is inactive and upon the recommendation of the President, the Board may appoint a new Superintendent, Assistant Superintendent, Chief Clerk and/or Paymaster who will try to reactivate the Division or the Board may combine the Division's territory with an adjacent active Division.
- 9. Resident members of one or more existing Divisions may petition the Board to create a new Division as follows:
  - a. The petition shall be signed by ten (10) or more members who reside in the county or counties comprising the proposed Division. The petition must include:
    - 1) the names, addresses, telephone numbers, electronic mail addresses and NMRA numbers of the petitioners,

- 2) the name, address, telephone number and electronic mail address of the petitioners' representative,
- 3) the county or counties that will comprise the new Division,
- 4) the reasons for establishing a new Division and
- 5) proposed organizational documents that are consistent with the Regulations and the Executive Handbook.
- b. The petition shall be filed with the Secretary by electronic or regular mail. Within thirty (30) days of receiving a petition, the Secretary shall forward it to the Board by electronic or regular mail. Within sixty (60) days of receiving a petition, the Secretary shall forward it for comment to resident members of the existing Division(s) by electronic or regular mail.
- c. After a minimum of sixty (60) days have elapsed for receipt of comments, the petition shall be placed on the agenda of the Board's next regularly scheduled meeting. The petitioners' representative shall be given an opportunity during that meeting to present arguments in favor of the new Division. Copies of all comments received prior to distribution of the meeting notice shall be provided to the Board and the petitioners' representative.
- d. If a majority of the Board members attending the meeting approve the new Division, within thirty (30) days of the meeting the Secretary will notify by electronic or regular mail the NMRA, the petitioners' representative and the Superintendent(s) of the existing Division(s). Within sixty (60) days of the meeting the Secretary will appropriately revise Article V, Section 1 above.
- e. If a majority of the Board members attending the meeting do not approve the new Division, within thirty (30) days of the meeting the Secretary will notify by electronic or regular mail the petitioners' representative and the Superintendent(s) of the existing Division(s).

Article VI – Members.

- 1. As set forth in Article 2, Section 1 of the Constitution, except to the extent otherwise provided in the Regulations, each member of the NMRA who resides in the Region's territory as defined in the Regulations shall be a resident member of the Region.
- 2. As set forth in Article 2, Section 2 of the Constitution, except to the extent otherwise provided in the Regulations, each member of the NMRA who does not reside in the Region's territory as defined in the Regulations may become a non-resident member of the Region by providing his or her name, address, telephone number and electronic mail address to the Chairman of the Membership Committee. If a non-resident member does not provide an

electronic mail address, annually he or she shall pay an administration fee equivalent to the dues allocation that the Region receives annually from the NMRA for each resident member.

#### Article VII – Meetings

- 1. The Region shall hold an Annual Convention each Spring, generally in April or May. Any Division or other organized group within the Region may offer to host a convention by submitting a bid in accordance with Policies & Procedures established by the Convention Committee provided for in Article IV, Section 1, Subsection c above. Upon acceptance of a bid by the Board, the host organization shall comply with the Convention Committee's Policies & Procedures. Notwithstanding the foregoing, in any year in which the Region or a Division of the Region hosts the National Convention of the NMRA, the Board may suspend the requirement for an Annual Convention provided that the Board makes alternate arrangements for the Annual Meeting of Members provided for in Section 3 below and for the Spring meeting of the Board provided for in Section 4 below.
- 2. The Region may hold additional conventions as authorized by the Board.
- 3. The annual meeting of members shall be held during the Annual Convention. The host organization for the convention shall schedule one-half hour for the annual meeting of members prior to the date and time for the Spring meeting of the Board. The room for the meeting should accommodate the number of people expected at the convention.
- 4. The Board shall meet during the Annual Convention. The President will inform the host organization of the date and time of the meeting, and of any special arrangements, equipment, etc. that may be required. The room designated for the meeting shall accommodate at least forty (40) people.
- 5. The Board shall meet in the Fall, generally in October or November, on a date and at a time and place determined by the President and announced to the Board at its Spring meeting. If circumstances subsequently require a change to the original date for the meeting, the new date for the meeting shall be later than the original date for the meeting.
- 6. The President may schedule a special meeting of the Board when necessary or desirable.
- 7. Any five (5) members of the Board may petition the President in writing for a special meeting of the Board. The petition must state the reason for the meeting and must include a proposed agenda. Upon receipt of such a petition, the President shall schedule a meeting within thirty (30) days.
- 8. Each member of the Board shall receive notice of each meeting of the Board. The notice shall be sent or mailed by the Secretary at least fifteen (15) days prior to the meeting to the last electronic or regular mail address filed by the member with the Secretary. The notice will include the agenda for the meeting. The agenda may not be set aside, altered, or amended

without majority approval of the Board members present at the meeting in person or by proxy.

- 9. Each member of the Board may appoint a proxy for any meeting of the Board by filing a form prescribed by the Secretary with the Secretary before the meeting begins. The form may be filed with the Secretary by electronic or regular mail or it may be delivered by the proxy. Any member of the Board who is unable to attend a meeting of the Board may submit a request to the President by electronic or regular mail to be excused from that meeting.
- 10. Five (5) or more members of the Board, who are present in person and who represent more than one Division, shall constitute a quorum for the conduct of business at any meeting of the Board.
- 11. The latest edition of Robert's Rules of Order shall govern all meetings of the Region except insofar as they are inconsistent with the Constitution or these Bylaws.

#### Article VIII – Communications

- 1. The Region shall publish a quarterly newsletter known as the *Waybill* on a schedule determined by the Publications Committee in its Policies & Procedures. The *Waybill* shall be distributed without charge to each resident and non-resident member who provides an electronic mail address to the NMRA or to the Chairman of the Membership Committee. Resident and non-resident members who do not provide an electronic mail address or who want a printed copy of the *Waybill* may receive a copy by paying an annual subscription fee. The annual subscription fee shall be determined by the Board at its Fall meeting when it approves the budget for the next calendar year that is provided for in Article II, Section 4, Subsection a.
- 2. As provided in Article II, Section 3 of the Constitution, each resident member shall receive notice of the annual meeting of members by electronic or regular mail. In addition, each resident member shall receive notice of the Annual Convention, notice of candidates for election as President, Vice President and/or Directors-at-Large and a ballot for any election or amendment of the Constitution. The notices and the ballot may be combined with any issue of the *Waybill* that allows sufficient time for completion of the election process established by the Election Committee in its Policies & Procedures.
- 3. As provided in Article II, Section 3 of the Constitution, each non-resident member shall receive notice of the annual meeting of members by electronic or regular mail. In addition, each non-resident member shall receive notice of the Annual Convention. The notices may be combined with an appropriate issue of the *Waybill*.

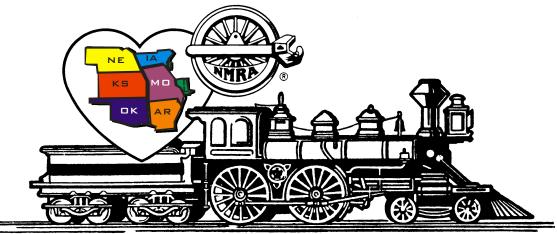
Article IX – Policies & Procedures

- 1. Pursuant to Article V, Section 2 of the Constitution, the Officers and each Standing Committee or Subcommittee established in Article IV, Section 1 above may adopt Policies & Procedures to facilitate implementation of their responsibilities. Policies & Procedures shall conform with the Regulations, the Constitution and these Bylaws.
- 2. Within thirty (30) days of adopting Policies & Procedures, the Officer or the Chairman of the Committee or Subcommittee shall forward a copy of the Policies & Procedures to the Secretary by electronic or regular mail.
- 3. Within thirty (30) days of receiving Policies & Procedures from an Officer or the Chairman of a Committee or Subcommittee, the Secretary shall forward the Policies & Procedures to the Board by electronic or regular mail and shall publish them on the Secretary's Page of the Region's Website.
- 4. The Secretary may establish a table of contents and a common format for Policies & Procedures.

Article X – Amendments

- 1. Amendments to these Bylaws may be initiated by any member of the Board or Chairman of a Standing Committee or Subcommittee by filing a proposed amendment with the Secretary by electronic or regular mail. A proposed amendment must include the current wording of the Article and Section to be amended, the proposed wording and an explanation of the proposed change.
- 2. Within thirty (30) days of receiving a proposed amendment, the Secretary shall forward it to the Board by electronic or regular mail. The Board shall consider the proposed amendment at its next regularly scheduled meeting. The originator of the amendment shall be given an opportunity during that meeting to present arguments in favor of the proposed amendment.
- 3. If a majority of the Board members attending the meeting approve the proposed amendment, it shall be adopted. Within thirty (30) days of the approval of the amendment, the Secretary shall forward revised Bylaws to the Board by electronic or regular mail and shall publish them on the Secretary's Page of the Region's Website.

# EXECUTIVE HANDBOOK

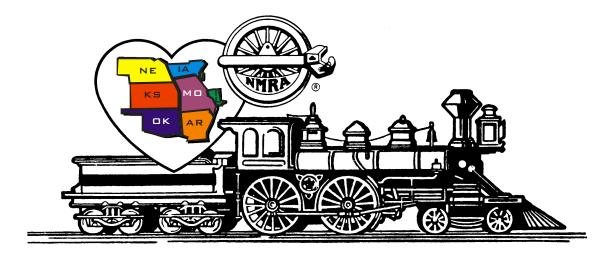


# MID-CONTINENT REGION NATIONAL MODEL RAILROAD ASSOCIATION

Issued to MCoR Officers, Board of Directors, and Department Heads

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# Regulations For the Mid-Continent Region of the National Model Railroad Association, Inc.

# **ARTICLE I - NAME AND PURPOSE**

**SECTION 1.** The Mid-Continent Region was organized in the year 1949 and incorporated as a nonprofit organization under the laws of the State of Missouri, March 13, 1968. The full legal name of the organization is the Mid-Continent Region, National Model Railroad Association, Inc. In a shortened version the organization is also known as MCoR.

**SECTION 2**. The Mid-Continent Region is organized exclusively for charitable, educational, literary, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Mid-Continent Region shall not discriminate on the basis of race, color, or religion. The purpose of the Mid-Continent Region is to develop the technical skills of persons engaged in the art and craft of model railroading and promote fellowship among model railroaders. To educate persons engaged in model railroading in methods of building and operating model railroad equipment and prototype practices. To advance the hobby of model railroading wherever and whenever possible by publications, meetings and all things necessary within the geographic boundaries established by the National Model Railroad Association.

**SECTION 3.** The Mid-Continent Region is defined to include the States of Arkansas, Kansas, Missouri, Nebraska, Oklahoma, Iowa postal zip codes beginning with 500-503, 508, 515, 516 and 522-528 and Illinois postal zip codes beginning with 620, 622, and 629.

#### Mid-Continent Region- NMRA Handbook

**SECTION 4.** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

**SECTION 5.** No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

**SECTION 6.** Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by the corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**SECTION 7.** If there is any provision in any governing document of the region that conflicts with the governing documents of the NMRA, the conflicting provision of the governing document of the region is void.

**SECTION 8.** If there is any provision in any governing document of a division that conflicts with the governing documents of the NMRA or of the region, the conflicting provision of the governing document of the division is void.

**SECTION 9.** The principal office of the Mid-Continent Region shall be that of the registered agent.

**SECTION 10.** The Region may also have offices at such other places as the Board of Directors may select or as the business of the Region may require.

# **ARTICLE II - MEMBERSHIP AND DUES**

**SECTION 1.** Membership shall be granted to any member of the NMRA residing within the boundaries of the region.

**SECTION 2.** All members shall receive the Handcar.

**SECTION 3.** A person may obtain a subscription for life based upon a payment rate equal to the subscription at the time of application multiplied by the person's life expectancy. Said life expectancy shall be the life expectancy published by the State of Missouri in its statutes on the date of the subscription application.

**SECTION 4.** All moneys collected for a life subscription shall be placed in an interest bearing account, separate from other Region accounts, and the interest generated shall be used in lieu of any subscription payments and used to fund the subscription publications of MCoR.

**SECTION 5.** Life subscriptions shall be available on a three-year extended pay plan by a contract administered by the region Membership Dispatcher. This contract shall provide for an initial payment

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of one-third of the contract price for a life subscription at the rate as set forth in §3, *supra*. The member shall then make the second and third payments for the life subscription on the anniversary date of the

first payment. Until the subscription fee is paid in full, the member must continue to pay his or her annual subscription fee.

**SECTION 6.** The Membership Dispatcher of the Region, to indicate that the bearer is entitled to a life subscription to the Region's publications shall issue a special membership card.

**SECTION 7.** Honorary Membership shall be extended to past presidents of MCoR and they shall be Honorary Members of MCoR and entitled to all rights and privileges of membership including a subscription without payment of any subscription fee in recognition of services rendered to the membership.

### **ARTICLE III – MEETINGS**

**SECTION 1.** There shall be one Regional Convention and Business Meeting held each year. Bid for the time and place for the Annual Convention, as specified by the policies of MCoR, will be received by the Board of Directors at one of its regularly scheduled meetings. All officers and directors shall attend. Department chairmen and committee chairmen shall be invited to attend along with other interested persons at the discretion of the president or the Board of Directors. All department chairmen and committee chairmen shall prepare and submit a report to the secretary regardless of whether they attend the meeting. All matters of Region business, policy, and planning shall be handled at the meeting to expedite the activity and progress of MCoR and the NMRA.

**SECTION 2.** There shall be at least two meetings of the Board of Directors each year. One meeting will be held in conjunction with the Annual Convention with the other to be held approximately six months following the Annual Convention, called by the president at a site selected by the president.

**SECTION 3.** A quorum for the purposes of holding meetings shall be those members of the Board of Directors and officers in attendance at the meeting after notice to all members of the Board of Directors and officers. Notice shall be by mail, telephone, electronic mail or any other method permitted by law to the last known contact for the members of the Board of Directors and officers. A meeting may take place in person, by telephone, by electronic mail or any other method permitted by law.

**SECTION 4.** The Annual Business Meeting is to be held in conjunction with the Annual Convention and its purposes are:

A. To receive the reports of the Ballot Committee announcing the election results of Regional Officers.

B. To receive the report of the Ballot Committee announcing the results of balloting on any matter of business appearing on the mail ballot.

C. To receive reports from Officers, Department Heads, and Committee Chairmen.

D. To discuss matters pertaining to the MCoR and the NMRA. MCoR Handbook Page 5 of 46 E. Installation of newly elected Regional Officers.

F. Presentation of MCoR awards to the recipients.

**SECTION 5.** There shall be an Annual Directors Meeting held in conjunction with the Annual Convention and its purposes are:

A. Presentation of reports by Directors, Department Heads, and Committee Chairmen.

B. Approval of sites for future Annual Conventions and appointment of a local Chairman for arrangements at those Convention sites.

C. Preparation of any questions to be submitted to the general membership for a direct vote on the next available mail ballot.

**SECTION 6.** All members of the Board of Directors and officers present shall have the authority to cast a vote on any issue properly before the Board of Directors.

# **ARTICLE IV – VOTING**

**SECTION 1.** Voting privileges shall be granted only to those who are members, in good standing, of MCoR and NMRA.

**SECTION 2.** All matters involving the policies of MCoR, as the Board of Directors shall decide, and the election of Officers shall be submitted to the general membership for a direct vote by mail ballot or any other method permitted by law.

**SECTION 3.** The right to nominate by petition for those persons or issues not otherwise on the ballot shall be preserved.

**SECTION 4.** Ballots shall be provided to all MCoR members residing within the geographic boundaries of the region at the time established in the schedule established by the secretary.

**SECTION 5.** In the election of Regional Officers the candidate receiving the largest number of votes for any given office shall be declared the winner. In case of a tie vote, a second ballot shall be provided to the membership.

**SECTION 6.** Matters submitted to the general membership from the Board of Directors for a direct vote shall be decided by a majority of the votes.

**SECTION 7.** A two-thirds majority of the votes cast shall be necessary to adopt all matters submitted by Initiative and Referendum under Article VII of the MCoR Regulations.

# **ARTICLE V - NOMINATIONS AND BALLOTS**

**SECTION 1.** Nominating Committee

A. The President shall appoint a Nominating Committee at the Annual Convention preceding the mail ballot for the election of Officers, announcing same at the time of the Annual Business Meeting with additional notice to the membership in the Handcar.

B. The Nominating Committee shall submit a written report of its nominations to the mid-year Board of Directors meeting. This report will include a summary, not to exceed 200 words, of the qualifications of each candidate. This list of candidates shall be announced to the membership in the Handcar

C. Not later than Feb. 15th, any group of twenty MCoR members in good standing, no more than ten from any one state, may petition the Nominating Committee to nominate an additional candidate for any or all of the offices available. This petition, along with a statement of qualifications not exceeding 200 words, shall be submitted to the President who will in turn transmit it to the Nominating Committee for action.

D. The Nominating Committee shall submit its report of nominees to the Ballot Committee no later than April 1st. Candidates submitted by the Nominating Committee shall be listed first, followed by candidates nominated by petition. A final line shall be provided for a write-in candidate for each office. Statements of qualifications for each candidate shall be provided with the ballot.

# SECTION 2. Ballot Committee

A. The Ballot Committee, appointed by the President, shall conduct the election of Regional Officers, along with such other matters that may properly be placed on the ballot for direct vote by the general membership.

B. The secretary shall establish a schedule for the Ballot Committee no later than February 1 of the year of the election.

C. The Ballot Committee shall prepare the ballots for election of officers plus such other matters requiring a vote of the membership, according to the schedule established by the secretary.

D. Only completed ballots, returned to the Chairman of the Ballot Committee and postmarked by the date specified by the schedule of the secretary, shall be counted. Ballots received after midnight, on the date specified by the schedule of the secretary, shall not be counted regardless of the date of the postmark.

E. Final results of the balloting shall be announced at the Annual Convention and in the Handcar

# **ARTICLE VI - OFFICERS AND DIRECTORS**

**SECTION 1.** All officers and directors of the MCoR must reside within the geographic boundaries of the Region as established by the NMRA. Officers and Directors shall be members of the NMRA.

**SECTION 2.** The Officers of the Mid-Continent Region shall consist of the following:

A. President

- B. Vice-President
- C. Secretary
- D. Treasurer

**SECTION 3.** Election of officers shall be held in odd-numbered years by mail ballot or by any method permitted by law.

**SECTION 4.** The president and vice president shall assume office on September 1st following their election in odd-numbered years and continue for a duration of two years or until their successor assumes office. A member may serve only two successive terms of office as President.

**SECTION 5.** The secretary and treasurer shall assume office at the close of the annual business meeting in odd-numbered years and shall serve for a duration of two years or until their successor assumes office. They shall immediately deliver all records of each office and the Region's funds to the newly elected Secretary and Treasurer.

**SECTION 6.** Directors shall be appointed by the president in any area not within a division.

**SECTION 7.** When a Division is formed as set forth in the Regulations, said Division shall elect a director, according to the Division's governing documents.

**SECTION 8.** The general management of MCoR shall be vested in the officers and directors of the Region.

**SECTION 9.** Any officer or director may appoint another member by written proxy to act in his behalf. Such proxy shall be counted in all voting and in determining the presence of a quorum.

# **SECTION 10.** Presidential Duties

A. The president shall perform the customary duties of this office including that of presiding officer at the Annual Business Meeting and all meetings of the Board of Directors as well as the day to day functioning of the region.

B. The president, or his designee, shall be the MCoR representative to the Regional Advisory Council (RAC) as noted in the NMRA Regulations.

C. The president shall appoint Directors for areas within the boundaries of the Region that are not within a division

D. The president shall establish the various departments and committees and appoint their chairmen who are required to carry out the business and objectives of the Region.

E. The president shall select and present the Kenny John Memorial Award to a member of the Region who in the president's judgment is the most outstanding member. This award is to commemorate the late K. B. John, an original founder and supporter of the Region.

#### Mid-Continent Region- NMRA Handbook

F. The president shall annually appoint a committee to select a member of the Region to be the recipient of the Ken Cline Memorial Award. This award will honor the recipient's length of service to the Region, to the NMRA, and the hobby in general. This award is to commemorate the late Kenneth R. Cline for his many years of outstanding service to the Region.

G. A presidential committee shall be appointed to select a recipient of the Larry R. Long, MMR Memorial Award. The award will honor the recipient's service to the region and/or division as the Region Volunteer of the Year.

#### **SECTION 11.** Vice-Presidential Duties

A. The vice-president shall assist the president in the performance of his duties. The vicepresident shall preside for the president in the absence of the president and shall assume the office of the president in the event the office is vacated.

B. In the event the office of vice-president is vacated, then the president shall appoint a successor to fill out the unexpired term subject to the approval of the Board of Directors.

C. The vice-president shall be the chairman of the membership department and shall be responsible for all duties of the membership dispatcher and computer manager while in office. The Vice-President may appoint assistants to carry out the duties of the membership dispatcher and computer manager.

#### **SECTION 12.** Treasurer's Duties:

A. The Treasurer shall keep a true account of all funds received and dispersed, render a proper accounting for these funds at the Annual Business Meeting, make the books and records available for an annual audit by a properly qualified member of the MCoR who shall be appointed by the President.

B. The Treasurer shall maintain the Convention Account as outlined in the Annual Convention Guidelines Section of the Executive Handbook.

C. In the event the office of Treasurer is vacated, the President shall appoint a successor to fill out the unexpired term subject to the approval of the Board of Directors.

#### **SECTION 13.** Secretary's Duties:

A. The Secretary shall record the minutes of the Annual Business Meetings and all meetings of the Board of Directors. The Secretary will be responsible to furnish the official minutes to members of the BOD within 30 days of the meeting and to the Editor for publication in the next available Handcar.

B. In the event the office of Secretary is vacated, the President shall appoint a successor to fill out the unexpired term subject to the approval of the Board of Directors.

#### **SECTION 14.** Directors' Duties:

A. Directors are the governing body of the region and set the policy for the officers to follow. They represent only the interests of the corporation and owe their fiduciary duty to the corporation.

B. Directors shall promote the model railroad hobby within their specific area by contact with individuals, hobby shop operators, and through other media.

C. Directors shall, when possible, encourage, promote, establish, or assist with Division or Area Meets within their geographical areas.

D. Directors shall cooperate with the Editor of the Caboose Kibitzer by furnishing news of the hobby, special articles, photographs, and information which will be of interest to the membership.

E. Directors shall provide written reports to the president and secretary of activities and other items of model railroading interest within their geographical area. This report should be directed to the president and the secretary before meetings of the Board of Directors, both regular and special. This requirement may be waived by wording of the meeting announcement.

F. In the event a director's position is vacated, the president shall appoint a successor or, when the vacated director's position is for a geographical area of a division, until the division holds an election to replace the vacated director's position.

**SECTION 15.** Any officer or director may be removed by the method described in the version of *Robert's Rules of Order* in effect at the time any allegation such as malfeasance, misfeasance, breach of a fiduciary duty, or any other action, omission, or other issue that causes or contributes to cause a breach of duty that is in the best interest of the Region. Legal counsel shall be a member of and advise an appropriate body as designated in the process. Legal counsel may chair any such body.

#### **ARTICLE VII – INITIATIVE AND REFERENDUM**

**SECTION 1.** The membership shall have the right to have any action taken by the Board of Directors placed upon the next available ballot by petition.

**SECTION 2.** The membership shall have the right to have any proposition submitted to the membership for a direct vote on the next available ballot by petition.

**SECTION 3.** A majority of the vote on actions or propositions mentioned in Section 1 or Section 2 hereof, shall adopt such actions or propositions.

**SECTION 4.** Each petition shall contain the exact wording of the action or proposition and shall contain the signatures of not less than twenty-five members of MCoR in good standing. Not more than fifteen of the petitioners shall be from any one state. Such petitions shall be submitted to the president no later than November 1st.

**SECTION 5.** The Board of Directors shall consider such petitions submitted at its Mid-Year Meeting and shall place them on the next available ballot. If the Board of Directors opposes such actions or propositions then a statement of their stand together with a statement by the proponents of such actions or propositions will be made to the membership along with the ballot. Neither statement shall exceed two hundred words in length.

### **ARTICLE VIII – PUBLICATIONS**

**SECTION 1.** The Region Publications, known as the *Caboose Kibitzer* and the *Handcar*, shall be provided to all members of the Region in good standing, and to officers of the NMRA, Editor of the NMRA *Bulletin* and/or *Scale Rails* or any succeeding publication, Editors of other Regional Publications and others as directed by the president or Board of Directors. Nothing herein requires the dissemination of the *Caboose Kibitzer* to those members of the region who have not paid a subscription fee for the publication. Other NMRA members who are not residents of the region may purchase a subscription to the *Caboose Kibitzer*.

**SECTION 2.** Publications shall be funded by moneys received by the Treasurer of the Region, whether as subscriptions, contributions, advertising receipts, etc., so that true cost of publication and distribution will be reflected by these records.

**SECTION 3.** The Region shall publish the *Caboose Kibitzer* and distribute the *Caboose Kibitzer* at least four times each year at reasonably regular intervals, if possible. It shall be compiled, edited, and published by an Editor who shall be appointed by the Region president. The *Caboose Kibitzer* shall be a modeling publication that may contain *The Handcar*.

**SECTION 4.** The *Caboose Kibitzer* is an extra member benefit available to all members of the Region upon payment of the proper fee. The fee shall be determined by the Board of Directors and published.

**SECTION 5.** The Region will publish *The Handcar* two times each year and *The Handcar* shall be distributed to all members. *The Handcar* shall publish all information regarding Region business, awards, and such other information that is of benefit to members.

**SECTION 6.** At least one copy of the *Caboose Kibitzer* shall be distributed to all members of MCoR each year.

**SECTION 7.** The mailing chairman shall supervise the mailing of all MCoR publications in cooperation with the Information Technology Manager by the use of such equipment as is available in cooperation with the NMRA.

**SECTION 8.** Other publications which may benefit and encourage the hobby and which may be published by individuals, clubs, or small groups within the Region shall be encouraged and assisted by the officers and directors of the Region along with the Editor of the *Caboose Kibitzer* insofar as it may be possible to do so.

**SECTION 9.** An *Executive Handbook* shall be published to guide officers, directors, department chairmen, committee chairmen, committee members, and individual members of the Region in the conduct of activities on behalf of or for the benefit of the MCoR. The contents of the *Executive Handbook* shall be determined by the Board of Directors. The secretary shall be the holder of the official copy of the Executive Handbook. In matters of policy, this handbook shall be binding upon all parties concerned.

#### **ARTICLE IX - ANNUAL CONVENTION**

**SECTION 1.** The purposes of the annual convention are to provide model contests and exhibits, expert instruction, prototype and model railroad tours, and other social contacts for NMRA members and exhibits of railroad modeling for the public.

**SECTION 2.** Convention sites will be selected by the Board of Directors. Any city, division or recognized member organization within MCoR, may bid to host a convention by submitting a bid, in writing, to the Board of Directors at the annual convention at least two years in advance of the proposed convention date.

**SECTION 3.** Should there be no acceptable bid for any year; the convention site will be assigned to one of seven designated cities on a rotating basis, with the understanding that no city shall be required to accept such an assignment more often than once in five years. These seven cities shall be Oklahoma City, Oklahoma; Des Moines, Iowa; St. Louis, Missouri; Omaha, Nebraska; Little Rock, Arkansas; Tulsa, Oklahoma and Kansas City, Kansas or Missouri.

**SECTION 4** Should a city on the designated list be unable to host an assigned convention, the opportunity to host that convention will automatically pass to the next city on the list.

**SECTION 5.** A joint convention may be held with another Region that there is sufficient popular support for such a convention.

**SECTION 6.** A convention committee, comprised of at least three persons appointed by the President, shall be responsible to provide a satisfactory convention for the membership by means of direction and assistance to the convention host committee.

**SECTION 7.** The Region Convention Committee shall request Operation Lifesaver and/or other railroad safety organizations to make a presentation at the annual convention during the Train Show. No cost shall be charged to the presenter for space used.

#### **ARTICLE X-DIVISIONS**

**SECTION 1.** A Division may be formed by any group of MCoR members, residing in a contiguous geographical area, by submitting a petition, to the Regional President.

**SECTION 2.** The petition shall contain the following:

A. Name of the proposed Division;

B. Geographical area by zip codes the Division intends to represent;

C. All proposed governing documents;

D. Intent of electing a Division Director; and,

E. Signatures and address of all petitioners.

**SECTION 3.** The petition shall be presented by the president or respective area director to the Board of Directors for review at its next regularly scheduled meeting.

**SECTION 4.** If the petition is approved by a majority vote of the Board of Directors, a charter shall be granted

**SECTION 5.** Chartered Divisions shall be guided in their organization and operations by the Division Guideline Section of the *Executive Handbook*.

**SECTION 6.** The dissolution of any Division within the Region may be approved by a majority vote of the Board of Directors. Upon approval the charter is considered revoked. The officers of the Region shall consider a Division as inactive if it has held no meetings or other activities within the last year or if it has no elected officers. The officers of the Region shall recommend dissolution of the Division to the Board of Directors. Upon the dissolution of any chartered Division all assets shall be turned over to the region treasurer.

# **ARTICLE XI - DEPARTMENTS, COMMITTEES, AND OTHER STAFF ASSIGNMENTS**

**SECTION 1.** The region vice-president will head the Membership Department. The region vicepresident will be responsible for the duties of the membership dispatcher and information technology manager. The Membership Department will be guided in its operation as outlined in the Membership Department Guidelines Section of the *Executive Handbook*. The vice-president may appoint an assistant to perform the duties of the membership dispatcher and information technology manager and shall be further assisted by:

- A. New Member Chairman
- B. Member Aid Chairman

**SECTION 2.** The convention department chairman shall head the Convention Department. The convention department chairman shall be guided by the Convention Department Guidelines Section of the *Executive Handbook*. The convention committee consists of the following:

- A. Contest Chairman
- B. Area Meet Chairman
- C. Clinic Chairman

MCoR Handbook

**SECTION 3.** Other Staff Assignments:

A. Public Education Chairman will develop and maintain the Public Education Guidelines Section of the *Executive Handbook*. He shall also be available to render advice and assistance to persons desiring to establish a public education program concerning model railroading within their community.

B. Historian will receive and preserve items of historical interest to the Region. These would include papers, documents and files from officers, directors, departments, committees, and individual members of MCoR.

C. Achievement Program Chairman will promote and administer the NMRA Achievement Program within MCoR. He shall also be a member of the appropriate NMRA department as set forth by the NMRA. The achievement program chairman's responsibilities are as described in the appropriate NMRA publication regarding his position.

### **ARTICLE XII - FISCAL YEAR**

**SECTION 1.** The fiscal year for the keeping of accounts and operation of budgets shall be from the first day of January of any given year to the thirty-first day of December of that year.

### **ARTICLE XIII – DISSOLUTION**

**SECTION 1.** No part of the net earnings of the MCoR shall ever be conveyed to the benefit of any donor, member, Director or Officer of MCoR or any private individual. No donor, member, Director or Officer of MCoR shall be entitled to share in the distribution of any of the MCoR assets.

**SECTION 2.** Upon dissolution, any assets of MCoR must be distributed to the National Model Railroad Association, provided that its stated purposes promote the hobby of model railroading. The funds are to be distributed toward the furtherance of the hobby of model railroading within the geographic boundaries of the Mid-Continent Region of the National Model Railroad Association as they are drawn at the time of dissolution.

**SECTION 3.** If the stated purposes of the National Model Railroad Association have changed from promoting the hobby of model railroading, then the directors filing dissolution documents regarding MCoR may designate any other hobby organizations, recognized by the Internal Revenue Service as a tax exempt educational organization that subscribe to the same purpose, namely the promotion of the hobby of model railroading.

Adopted May 2005

# **GUIDELINE INDEX**

#### **MEMBERSHIP DEPARTMENT**

SECTION 1. The Region Vice-President will be responsible for:

A. Supervision of all Membership Personnel.

B. Development and production of necessary mailing items to be used by his staff.

SECTION 2. The Membership Dispatcher shall:

A. Maintain a Data Base of the Region Members including MCoR membership numbers, NMRA membership numbers, MCoR life memberships, MCoR MMR's list, Name, Address, Phone number and E-mail address for all Region members in both an active and inactive list.

B. Mail out all membership cards to the Region members.

C. Maintain the Zip+4 codes for all Region members in the Data Base.

D. Mail a copy of the Data Base to the Mailing Chairman when required for any Region mailing.

E. Mail membership monthly summaries from the NMRA to all Division and Area Directors within the Region.

F. Mail or E-mail the Quarterly NMRA MCoR membership list to each Division and Area Director.

SECTION 3. The New Member Chairman shall:

A. Receive a list of new MCoR members about once a month from the Membership Dispatcher. The New Member Chairman should write a letter to each new member welcoming him or her to the region. They should be given the name of their Division/Area director with address and phone number and E-mail if they have one, explaining that the member should contact them about any local events. The New member Chairman should explain where the next MCoR convention is located and the new member should be invited to attend. The New Member Chairman may add other information he or she feels will help the new member of the Region.

SECTION 4. The Computer Manager:

A. Maintain a Data Base of all MCoR members on Microsoft Access with duplicate backup removable media of a type that also can be used by the Membership Dispatcher, the Mailing Chairman and the Vice-President.

B. Provide a list of Division members to Division Directors when requested by the Division Director or other Board of Director member.

C. Provide mailing labels as requested by the Publication Department.

SECTION 5. Guidelines for the Membership Dispatcher and Computer Manager

The Membership Dispatcher will use the MCoR Microsoft Access Database to perform the duties of keeping the membership records of MCoR up to date and mailing out the membership cards to the membership. Two copies of the database will be kept up to date on backup media of a type that also can be used by the Membership Dispatcher, the Mailing Chairman and the Vice-President. All other software such as operating system, word processor and spreadsheet program should be of the newest versions available as furnished by the region. One backup media will be the master list kept in the possession of the Computer Manager and Membership Dispatcher at all times. The second backup media will be keep up to date, and mailed to the Mailing Chairman whenever he has a MCoR mailing to perform, after which time, he will return the media so it can be up dated. This is the reason for the two backup media maintained by the Computer Manager and Membership list on the database shall only be given to the

Executive Officers or Division Directors, and the Mailing Chairman of MCoR; anyone else wanting it shall first have the approval of the Vice President.

#### Work Instructions for the Membership Dispatcher

At the end of each month, HQ will send out the following reports by E-mail:

29\_QuarterlyRosterReports.CSV, 29\_30DaysPastDueReport.CSV, 29\_60DaysPastDueReport.CSV,

29\_DeceasedMembersByRegionReport.CSV, 29\_ChangeOfAddressReport.CSV, and 29\_NewMembersReport.CSV.

Post all of these reports and any other reports that HQ sends you to the MCoR website by using CuteFTP 7.0 software; anyone on the Call Board can then download the files they need.

Next thing is to import the new 29\_QuarterlyRosterReports.CSV into the MCoR Database. If the file is sent to you as an Excel file, save it as a CSV file, open the MCoR Database, and click on the Tables in the left hand list. Navigate to t\_NMRA\_csvdump\_all and double click on it to open the table. Click on the uppermost left hand square, and the whole table should be selected. Or click on Edit Menu then Select All. Now push your Delete Key and all the data in the table should be gone. Close the Table.

Now using Excel, open the 29\_QuarterlyRosterReports.CSV you got from HQ. Rename the First Column from id to NMRA # and close and save the changes and put the file in My Documents. Return to the MCoR Database and click on the File menu, then Get External Data, Then Import. You're My Documents window should open, if not navigate to it. At the bottom of the window is a block called Files of Type, click the drop down arrow and find Text Files (.CSV) and click on that type file. You should see your saved CSV file, if not click on import and it should appear. Now highlight the 29\_QuarterlyRosterReports.CSV file and click Import again. When the next window opens, be sure Delimited is checked and click next. The next window should have Comma checked, and then click next. In the next window click In an Existing Table, and the drop down arrow. In the List select t\_NMRA-csvdump\_all, then click next, and finally finish. The 29\_QuarterlyRosterReports.CSV will be imported into your blank t\_NMRA-csvdump\_all Table in the MCoR database.

Now return to the Main Switchboard in the database. Click on CSV-Datafile button and then click on all the sub buttons one at a time. Return to the main switchboard and click on the Missing Data Lists button and click on all the sub buttons. After you have done all these functions your MCoR database will be updated from the latest HQ QuarterRosterReport, and you will be ready to take care of the new members.

About ten days into the month you will get a Region Dues report in the mail from HQ. This will have a listing of all members that have joined MCoR or renewed their membership. Each listing will look like the following:

29/02 121838 00 #29-5064 James H. Bernard, Jr.

	RM	12	45.00	
	J	Joined: 09/08/2000		
9104 Delmar St	Pay: 08	Pay: 08/23/2004		
		Dues:	6.00	
Prairie Village KS 66207-2661	Expire:	Expire: 10/01/2005		
USA	R	egExp: 10	0/01/2005	
Phone: 931-385-7088	Email: j	hb2@ms	<u>n.com</u>	

29/02 is the MCoR region/division number 29 for MCoR and 02 for division two in MCoR 121838 00 is the member's national membership number.

#29-5064 is the member's MCoR membership number. It is recorded in the MCoR database as 5064 without the #29.

The member's name, address, with Zip+4, phone Number and Email address are provided.

The RM is the national membership type, the 12 means they are a NMRA member for 12 months and they paid \$45.00 to national. Dues: 6.00 means they paid \$6.00 dues for a one year membership in the MCoR Region.

Expire: 10/01/2005 is the expiration date of their national dues.

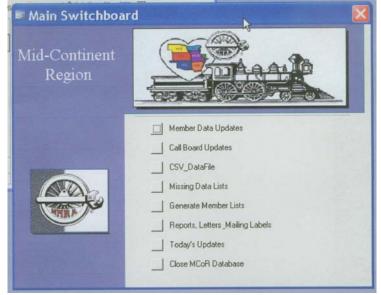
RegExp: 10/01/2005 is the expiration date of their regional dues. These two dates must be the SAME!

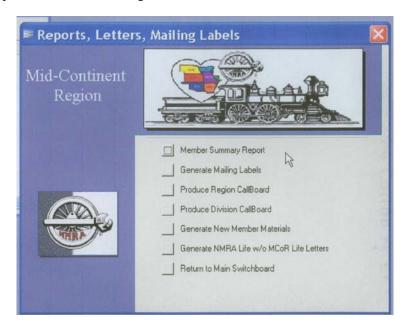
Now you will enter the above member data into the MCoR database. On the Main Switchboard click on the first button called Member Data Updates. On the next level, click on the first button called Update member Information. MCoR Member Updates table will open as seen below:

MCoR Member Updates	
Prefix         Last:         Suffix:         First Name:         MI:           Name         Aarestad         Mary         M.           NMRA#:         123391 00         Gender         F         Spouse:	Password:
MCoR #: 12333100 dender   Spouse.	Division Title
Division#: Great Midwestern Divi 💌 Is/Was MCoR#	
Address1:         Address2         4416 72nd St         Address3:         City, County         State, Co, Zip, +4         IA         50322         1102         Home phone #         608-783-6760         Work phone #         Fax Phone#:         Mobile Phone#:         E-mail         ryanmary51@msn.com         2nd E-mail	Record: II I MCoR Region Title
Record: 1	
National Regular Member	Record: 1 + 1 + of 1
Membership Status	National Title
Kibitzer Subscription CMailed COnLine	
Transaction 01/16/2006	
Record: 1 + 1 + 1 + of 1	Record: II I I I I I I I A I I
Record: 1 1 1 1 1 889	

In this form, highlight the NMRA# then click Ctrl key + F key to open the find window. Enter the NMRA # for each member from your region dues report and click find next. That NMRA member should come up in our database. Verify that all the data on the region dues report is correct, if not enter it into the data base in the appropriate slot and be sure and click where the little arrows are located on the left of each form partition to save your changes. Write the 29-\*\*\*\* number on the region dues report form for each member to either verify the number or provide it for HQ if they do not have one for that member. Do this for each member HQ reports on the region dues report. Always use the Ctrl Key + F Key to navigate the form, if you do not do so, you will change the data on the form page you are viewing and the information will be changed, this you do not want to do! Now check the LETTER box under Renewal Date for each member you have entered data for on the update form. Close the update form and return to the Main Switch Board.

Now click on Reports, Letters, and Mailing Labels on the Main Switch Board below.





This will bring up the Reports, Letters, and Mailing Labels Board as seen below.

Click on Generate New Members Materials. This will bring up three reports you will need to print out.

Put Avery Form 8160 in your color inkjet printer and print the mailing labels. Next put Avery Form 5390 in your color inkjet printer and print out the membership cards. Lastly, using plain paper, print out the membership letters. Put the mailing labels on an envelope, insert the correct letter and membership card, put a stamp on the envelope and mail each member their letter and membership card.

You can generate Member Summary Reports, Generator Mailing Labels for the CK printer to use to mail the CK to members, Generate NMRA Life w/o MCoR life letters to remind them to renew their MCoR membership, or produce callboards from this switch board.

Anytime you make changes to the database, be sure and make two copies of the database on Zip disks!

Make a copy of the region dues report, cut it up and mail each division section to the division membership chairman or director, one complete copy back to HQ so they can update their records with any changes you made. Mail a copy of the region dues report along with the check to the MCoR Treasurer. File a final copy for your records and you are done for another month. All of this should take you one full weekend a month to perform.

Once HQ has sent you the new month end reports and you import the information into the database you will need to update the database information, go to the main switch board and click on the third option called CSV\_Data File, then click on CSV Data File Updates, then click on Create fullname filed in CSV table. Next click on Create Fullname filed in master members table, then click on Create MCoR#s in CSV table, next click on Create Phone listing field in CSV table, click on Create Zip Code Field in CSV table, and finally click on Return to CVS\_Datafile switch board.

Now click on CSV data file errors, then click on Find CSV file phone format errors, next click on Find CSV Zip Code format errors, and finally click on Return to CVS\_Data file Switch Board. Round two is finished.

Now click on CSV vs MasterList Mismatch, then click on CSV vs MasterMember MCoR# Mismatch, next comes click on CSV\_MCoR# Correction, click on CSV File without MCoR#, next click on Add CSV Members to Master List. Continue to click on CSV\_vs\_Mastermember NMRA# Mismatch, now click on CSV\_vs\_Mastermember FullName Mismatch, and then click Return to CSV\_Datafile Switch Board. Round three is finished.

Click on CSV\_vs\_MCoR AddressList Mismatch, next click on CSV\_vs\_MCoR AddressList Address Mismatch, then click on CSV\_vs\_MCoR AddressListing City State Mismatch; follow up by clicking on CSV\_vs\_MCoR AddressListing ZipCode Mismatch, continue with a click on CSV\_vs\_MCoR AddressListing Phone Mismatch, followed by a click on CSV\_vs\_MCoR AddressListing E-mail Mismatch, then click on Return to CVS\_Datafile Switch Board. Round four is finished.

Click on CSV\_vs\_MCoR\_Status\_Mismatch-Update; proceed to click on CSVDump\_Without Matching\_Master\_Member\_Status, next click on National Membership Status Discrepancies, following up with a click on National Renewal Date Discrepancies, right on to clicking on Regional Renewal Date Discrepancies (Mismatch Only), proceed to click on Regional Renewal Date Discrepancies (Missing Only), and finally click on Return to CSV\_Datafile Switch board followed by a click on Return to Main Switch Board. Round five is finished.

AS the Database brings up the various reports that have errors or discrepancies, you must enter to corrected data into the report so they will be updated and corrected.

Now click on Missing Data Lists on the Main Switch Board, then click on Missing\_NMRA#'s\_List, follow that with a click on Missing\_ZipCodes\_List, continue to click on Missing\_Zip + 4 Codes\_List, then click on NMRA\_In\_MCoRwo\_MCoR#, and finally click on Return to Main Switch Board.

We are getting there, Click on Reports on the Main Switch Board. Now click on Member Summary Report, follow that up with a click on Active Member Listing, then click on Inactive Member Listing, next click on NMRA Life w/o MCoR Life Members, enter a date, then click OK, now click on Return to Main Switch Board.

Now click on Generate Mailing Labels on Main Switch Board, and then click Update-Kibitzer Mailing Labels, then if you want one click on Produce CK Mailing Labels, now click Return to Main Switch Board.

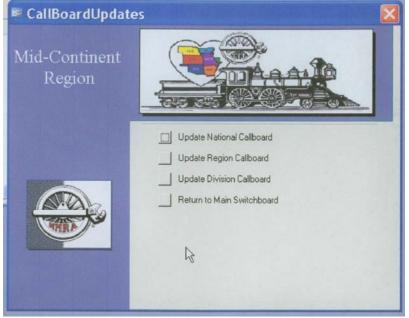
When you get the member renewals, etc. report from HQ around the 10<sup>th</sup> of the month, click on Member Data Updates on the Main Switch Board, then click on Update Member information and proceed to update the member information as explained above. When finished with all the changes, close the database, I save it to my Documents. Now save two copies to Zip Disks, and then upload the database to the website. You are now finished with one month's work on the MCoR database.



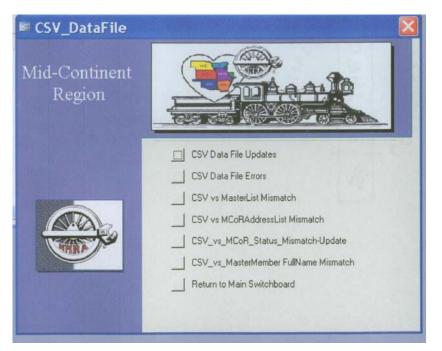
Screen Shots of Database Switch Board

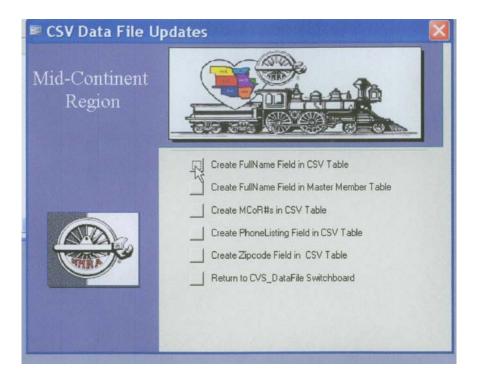


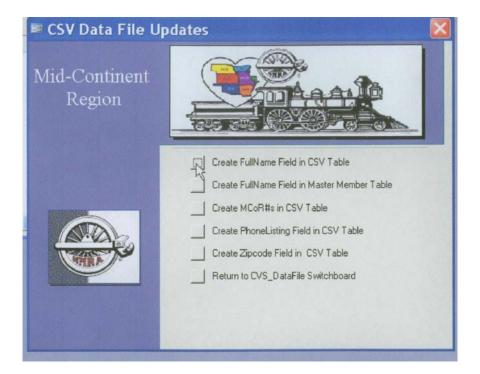
Prefix: Last: Suffix: First Name: MI: Name Aarestad Mary M. NMRA#: 123391 00 Gender F Spouse:	MMR # Password:
MCoR #: 123331 00 Gender   Spouse.	Division Title
Division#: Great Midwestern Divi 😪 Is/Was MCoR#	
Address1:       Address2       4416 72nd St       Address3:       City, County       Urbandale       State, Co, Zip, +4       IA   [50322] [1102]	Record: II I I I I I I I I I I I I I I I I I
Home phone # 608-783-6760	MCoR Region Title
Work phone #	
Mobile Phone#:       E-mail       ryanmary51@msn.com       2nd E-mail:   Record: I1 I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
Renewal Date	Record: 14 4 1 1 1 1 + 1 + of 1
National Regular Member	National Title
Membership Status	
Kibitzer Subscription         Mailed         OnLine           Transaction         Image: Contrast of the state	
Record: 14 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Record: 1 + 1 + 1 + of 1
cord: 1 1 1 1 1 1 889	<

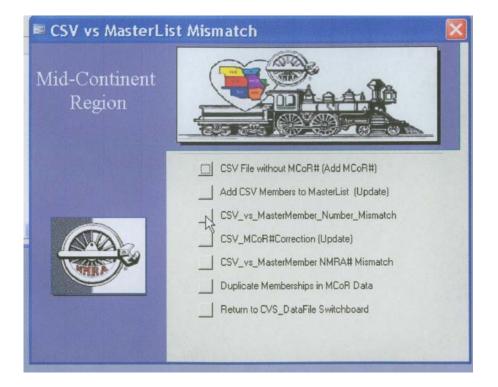


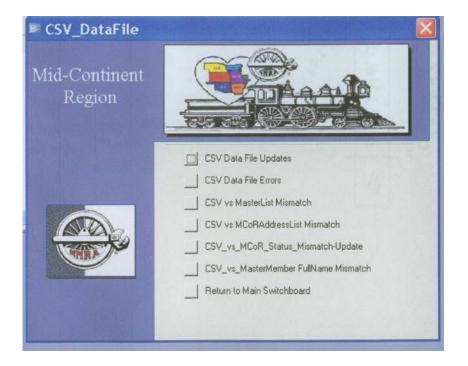
Use this screen to update any portion of the Callboard.

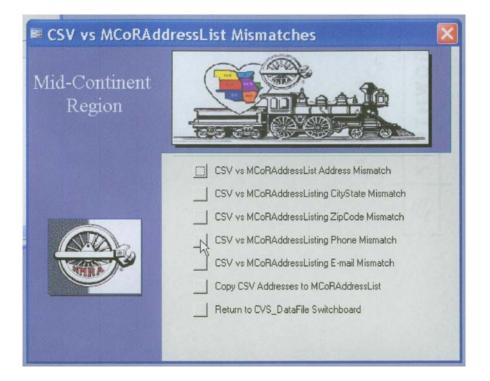


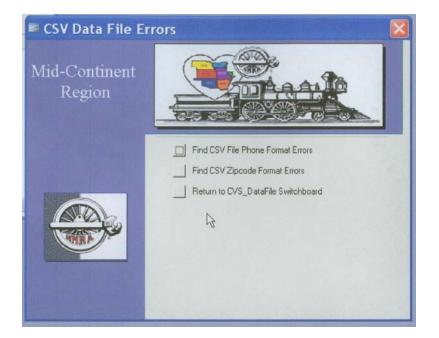


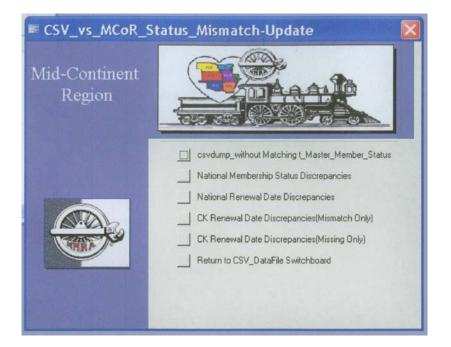


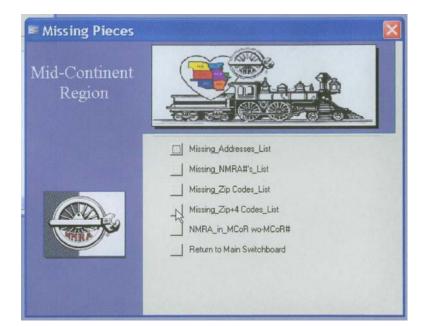


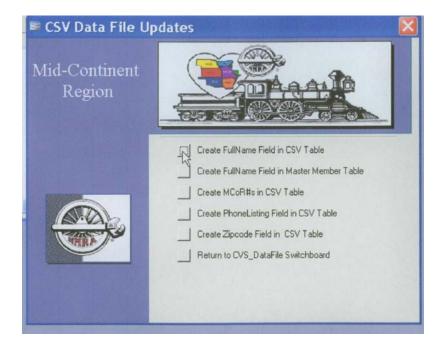


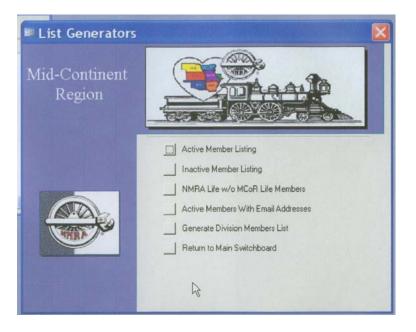












Use this screen to make lists.



Use this screen to make reports, generate mailing labels and generate the new member mailing labels, subscription card, and subscription letter, you have to use Avery forms 8160 and 5390 for the mailing labels and subscription cards. The subscription letter prints on plain paper.

# **PUBLICATIONS DEPARTMENT**

SECTION 1. A bulk mailing permit shall be established and maintained at the St. Louis, Missouri, Post Office.

SECTION 2. The Region will not remail publications that have been returned due to a change of address with no notice having been sent to the Region. These members may obtain the publications by paying the additional postage.

SECTION 3. The NMRA BULLETIN shall receive news of Regional meetings and proper notice of scheduled Regional events from the Secretary. News of members and their achievements shall be furnished by the Directors or the Editor of the CABOOSE KIBITZER.

SECTION 4. A MAILING CHAIRMAN shall supervise the mailing of all MCoR publications.

SECTION 5. Advertising rates for the CABOOSE KIBITZER shall be determined by the Region Editor with assistance from the Advertising Manager. Rates shall be advertised in the CABOOSE KIBITZER as yearly rates with single issue rates available at 35% of the yearly rate. Any MCoR Division or recognized member organization shall be offered one ad per year for meet advertisement at no charge on a space available basis only at the discretion of the Region Editor. Any MCoR Division or recognized member organization will be charged one-fourth (1/4) the yearly rate for any remaining issues during the same calendar year.

# **CONVENTION DEPARTMENT**

# **CONVENTION DEPARTMENT RESPONSIBILITIES**

SECTION 1. The Convention Department shall be responsible to provide a satisfactory Annual Convention for the membership by means of direction and assistance to the Convention Host.

SECTION 2. The Convention Department shall perform the following activities:

A. Insure that cities in the rotation schedule of the By-Laws have started active preparation at least two years in advance.

B. Inspect, as necessary, and approve proposed Convention sites with the Convention Host to insure:

- 1. Adequate space.
- 2. Adequate physical equipment.
- 3. Firm financial arrangements spelled out in a contract.
- 4. Accessibility to convention housing.

C. Inspect and approve proposed convention housing with the Convention Host to insure:

- 1. Sufficient housing.
- 2. Guaranteed room rates.
- 3. Firm financial arrangements spelled out in a contract if the Hotel or Motel also provides the convention site.

D. Provide an outlined financial accounting procedure for use by the Convention Host Committee.

E. One member of the Convention Department shall serve as the Contest Chairman. He shall:

1. Assist the Convention Host in preparing for Model/Photo Contests.

2. Assist in recruiting a team of judges for the contests and insure that such judging is carried out according to the MCoR contest rules.

3. Be consulted by the Host with regard to procedures and rules for any outside contests proposed by the Host.

4. Procure all awards for MCoR sponsored contests in connection with the Annual Convention; these awards shall be standardized to be the same each year and shall include first, second and third place plaques for each model and photo contest category and a Best of Show plaque.

F. One member of the Convention Department shall serve as Photo Contest Chairman. He shall:

- 1. Assist the Host in preparing for Photo Contests.
- 2. Assist in recruiting a team of judges for the Photo Contests.
- 3. Insure that judging is carried out according to MCoR Photo Contest Rules.

G. One member of the Convention Department shall serve as Clinic Chairman. He shall maintain a list of all clinicians and clinics in the Region as a resource for any Regional or Divisional activity that would have clinics.

H. One member of the Convention Department shall be designated as Non-Rail Chairman to assist the Host, as necessary, to provide an adequate program for the spouses and children who do not participate in the regular activities of the Convention.

I. The Convention Department shall be prepared to render such other advice and assistance to the Host as shall be deemed necessary to provide a satisfactory Convention for the membership.

J. The Convention Department shall develop, publish, distribute, and maintain a Master Convention Guide for the guidance of Convention Hosts. This guide should include factual, statistical, and technical information based upon past Convention records along with procedures, requirements, and suggestions to assist the Convention Host.

K. The Convention Department shall receive and review for completeness and accuracy the full Annual Convention Report from the Convention Host Committee. When approved, the report shall be filed in the Master Convention File and a copy sent to the Regional President.

L. The Convention Department Chairman will maintain the Master Convention File which will contain programs and financial reports from past Conventions. This file may be loaned to assist the Host Committee in their planning.

# **CONVENTION ACCOUNT**

SECTION 1. 50% of the net profit from each Annual Convention shall be transmitted to the MCoR Treasurer. The Treasurer shall credit the Convention Account with the sum of that net profit.

SECTION 2. The Convention Account shall be expended for the following purposes:

A. To make loans to the Convention Host for advance operating expenses. The Host shall send a letter of request to the Convention Department Chairman who will authorize payment by the Treasurer. At the earliest possible date, this loan(s) should be repaid to the Convention Account.

B. To pay reasonable travel and lodging expenses for two inspection trips to the Convention City by a member of the Convention Committee. If more than two trips are deemed necessary, the additional trips must be authorized by the MCoR President.

C. To pay for any financial losses suffered as a result of the operation of the Annual Convention.

D. To pay for contest awards purchased by the Awards Chairman.

E. To fund projects deemed appropriate by a majority vote of the Board of Directors.

SECTION 3. The Achievement Program Chairman shall be responsible for the procurement of frames for NMRA Achievement Awards and all Awards shall be framed before being presented at the Annual Convention.

# ANNUAL CONVENTION GUIDELINES

Conducting a model railroad convention is a complex and time consuming task. If, however, the effort is organized early, approached via a carefully constructed time line and competently staffed, it can be enjoyable and the results can be profitable.

At the outset, it should be stated that the purpose of this guideline is not to create a mold into which all conventions must fall. A problem with many past conventions, both national and regional, is that they were too similar. They followed a predictable pattern and schedule and often introduced the participant to little in the way of new activity. Were it not for the fellowship—opportunities to see new faces and become friends with other model railroaders—many conventions would have been failures. It must be remembered that camaraderie is one of the strongest attractions of a convention and those who plan these events will do well to permit ample time for socializing. Conventions that constantly separate the participants into special interest activities without providing mass opportunities for rubbing elbows may be depriving the participants of a much needed experience.

# **Timeline:**

3 years before: <sup>1</sup>	Establish a Convention Bid Committee and begin to prepare written bid for submission to MCoR Board.
24 months before:	Submit formal bid to MCoR Board and receive approval.

<sup>&</sup>lt;sup>1</sup> This timeline schedule is not absolute. It is important to make plans well in advance of deadlines, however, and the schedule shown here provides what seem to be the minimum amounts of time to thoughtfully consider the essential elements of a successful convention.

Immediately following MCoR Board approval:

- Establish Convention Committee.
- A. Select a Convention Chairperson.
- B. Make specific sub-committee
  - appointments/assign responsibilities:<sup>2</sup>
    - 1. Facilities
      - a. Lodging
      - b. Meeting spaces
      - c. Clinic rooms
      - d. Exhibits
      - e. Contests
      - f. Banquet
      - g. Auction
    - 2. Trade Show
      - a. Trade relations/recruitment
      - b. Logistics
    - 3. Publicity/marketing
      - a. Public relations/advertising
      - b. Printed materials
      - c. Media relations
      - d. Prizes/premiums
    - 4. Clinicians/Speakers
    - 5. Layout tours
      - a. Recruitment
      - b. Transportation/logistics
      - 6. Prototype activities
      - a. Prototype relations/arrangements/scheduling
      - b. Transportation/logistics
    - 6. Banquet
      - a. Menu preparation
      - b. Program
    - 7. Family activities/non-rail activities
      - a. Program development
      - b. Transportation/logistics
    - 8. Region Convention Committee liaison
      - a. Meetings/programs
      - b. Contests
    - 9. Special events
      - a. Development
      - b. Logistics
    - 10. Finance
    - 11. Registration
      - a. Staffing
      - b. Procedures and logistics
  - 12. Resources<sup>3</sup>
- C. Establish simple, workable reporting procedures.

23 months before:

- Secure contracts for the convention facilities.
  - A. Convention center or hotel
  - B. Satellite lodging facilities

Secure contracts/letters of agreement for special events, services and tours.

 $<sup>\</sup>frac{2}{3}$  Not all of the suggested elements are essential to a convention. Not every item requires a separate chairperson.

<sup>&</sup>lt;sup>3</sup> Resources useful in planning and implementing a successful convention. Every convention needs to have a wealth of information from various sources available to all committees. This should be obtained while you are developing your convention bid and maintained and supplemented continually, through the convention itself and concluding with the final convention report.

A. Prototype fan trip	<ul> <li>B. Busses for home layout tours, etc.</li> <li>C. Caterers for off premise meals</li> <li>D. Entertainment contracts for banquet</li> <li>E. Non-rail events requiring specific appointments with museums or business establishments</li> </ul>
	Secure agreements from principal clinicians/speakers.
As soon as contracts are secured:	<ul> <li>Prepare convention advertising/publicity.</li> <li>A. Develop an overall plan and budget.</li> <li>B. Inform all chairpersons of critical advertising deadlines.</li> <li>C. Post convention notices with all hobby publications.</li> <li>D. Execute plan on a prescribed schedule.</li> </ul>
18 months before:	Review progress with MCoR Convention chairperson.
12 months before:	Report progress to MCoR board. <sup>4</sup>
12 months before:	Review final media deadlines for advertising/publicity.
6 months before:	All convention arrangements should be considered final at this point.
At regular intervals: <sup>5</sup>	Hold meetings to review progress with all committee chairpersons to ensure adherence to schedules.
1-2 weeks before:	Final inspection of convention facilities; review all arrangements.
1 day before:	Set up registration facilities, check systems, open exhibition areas.
Opening day:	All personnel should be on hand to ensure proper operations.

# Line Items

# 1. Convention Bid Committee/preparing a written bid for submission to MCoR Board.

The Convention Bid Committee is usually the group of people most interested in obtaining a convention for their community and organization. The committee should include individuals with a strong sense of organization, an understanding of business/finance, and ability to communicate well.

The committee's responsibility is to prepare a presentation that will persuade the MCoR Board of directors to place the responsibility for its annual convention in the hands of the proposing sponsors. The minimum required is a written bid naming the facility to be used, providing a schedule and the probable convention dates.<sup>6</sup> Though the Regulations do not require more, a successful presentation will include more information, recognizing the need to communicate entertainment and fund-raising value, sell the advantages of your community over a competitor's or to promote your convention site, by various means, to the overall membership of the Region.

The image of the Mid Continent Region is at stake with the holding of each annual convention. Therefore, in reviewing bids, The MCoR Board looks for an indication that the sponsors have done their homework. You should have an ample manpower pool. You should have or be able to secure adequate financial capital to cover your up-front costs.<sup>7</sup> You should research probable costs of appropriate space and produce a schedule of activities that will attract maximum member participation. You may find it advantageous

communications between personnel, the less need you will have for frequent formal meetings.

<sup>&</sup>lt;sup>4</sup> All major convention plans should be firm by this date, although changes can and invariably will be made after this point.

<sup>&</sup>lt;sup>5</sup> The frequency of committee meetings is a matter for local determination. The more efficiently your committee functions and the better the

<sup>&</sup>lt;sup>6</sup> See MCoR Regulations, Article III, Section 1 and Article IX

<sup>&</sup>lt;sup>7</sup> MCoR has, on occasion, provided a fund advance to convention sponsors with the understanding that MCoR will be paid back form convention proceeds.

to contact your local chamber of commerce or convention bureau and enlist their assistance in producing the most marketable convention package. Before suggesting prototype events and model railroad layout tours, consult the owners/operators to assure their full cooperation.

In determining the convention schedule, you should remember that the Region requires that time be reserved for one meeting of the Board of Directors and an annual meeting of MCoR membership. These are MCoR's only regulatory requirements; however, MCoR Regulations stipulate that the purposes of the Annual Convention are to provide model contests and exhibits, expert instruction, prototype and model railroad tours, and other social contacts for NMRA members and exhibits of railroad models for the public.<sup>8</sup>

The Regulations do not stipulate how you will accomplish the convention's purposes, so you have great latitude in developing an imaginative program and schedule. You do not have to hold auctions, a banquet, or non-rail events, for example. Use your collective imaginations and study the successes and failures of past conventions. Develop a program that offers incentives for MCoR members to participate, using the assets of your community, the resources available through your own organization and the available talents of other model railroaders and related resources.

Your objectives should be 1) to meet the requirements of a convention as defined in the MCoR Regulations, 2) to promote the welfare of MCoR and its members<sup>9</sup> and 3) to raise funds for your own organization and MCoR. Your success will be measured primarily by how well you achieve the first two objectives. MCoR does not require you to produce a specific profit on the convention, but a goal of the Region's Convention Committee is to prevent a financial loss that would impose a burden on the MCoR treasury.

# 2. Submitting the formal bid to MCoR Board

The MCoR Regulations require that a written convention bid be submitted to the Board of Directors at the annual convention at least two years in advance of the proposed convention date.<sup>10</sup>

Normally, the Board makes a decision immediately following the submission of bids. When there is competition between several bidders, however, there is the possibility that the decision will be delayed to permit more thoughtful consideration. You are advised to present your bid as far in advance as possible to ensure ample working time following bid approval.

# **3. Establishing a Convention Committee**

Often, the Convention Bid Committee provides the nucleus for the Convention Committee, once the bid is accepted. It may be important to add sufficient personnel to this group to ensure that all needs will be fulfilled without overworking any one individual.

# 4. Selecting a Convention Chairperson

The convention chairperson should have strong leadership abilities—be decisive, willing to delegate responsibility and able to inspire dedicated effort from individuals with diverse skills. His/her task is to oversee all efforts necessary to achieve the success of your convention. How well the chairperson performs depends on the quality of his/her appointments.

# 5. Making specific committee appointments

The following are suggestions for convention sub-committees and the responsibilities to be assigned to each:

**Facilities:** This sub-committee is responsible for the selection of a space for the convention. Consideration should be given to the requirements of the diverse activities and ample space should be provided for each, based on anticipated attendance and allowing for unexpected last minute registrants.

a. The largest space requirement is for the trade show/swap meet. The facilities chairperson should coordinate efforts with the chair of that specific activity to ensure adequate space and to determine the charge to be made to exhibitors.

b. Operating exhibits are often placed in a space with the trade show/swap meet. The reason for this placement is because sales activity is often stimulated by the presence of modular layout activity and other operating exhibits. However, if there are a large number of layouts detracting from the sales activity or requiring security precautions, it may be advisable to provide a separate exhibit space nearby.

<sup>&</sup>lt;sup>8</sup> MCoR Regulations, Article IX, Section 1

<sup>&</sup>lt;sup>9</sup>Another way of stating this objective is "To put the emphasis on having fun."

<sup>&</sup>lt;sup>10</sup> MCoR Regulations, Article IX, Section 2

c. Lodging should be provided in proximity to the convention facility, if the convention is not housed in a hotel. In any event, back-up facilities should be considered in the event registration exceeds the capacity of the primary lodging facility.

d. Meeting space should be provided and should be separate from areas of busy activity. It is difficult to compete with the noise of a trade show when conducting a clinic or holding a Board meeting.

e. Contest space should be secure and separated from convention space used for other purposes. The same is true for space devoted to an auction.

f. Banquets are most often held in the convention facility when the primary location is a hotel. However, some of the most successful social events have been held at separate sites. If you plan a banquet, carefully consider the advantages of alternative banquet sites and caterers.

g. Negotiating for convention space requires knowledge of the facilities available in your community and the business relationships that may exist between hotels, chambers of commerce, convention bureaus and conference centers. It is wise to assume nothing and ask a lot of questions. Hotels commonly discount their room rates when large blocks of rooms are reserved for conventions. When a hotel is used as a convention site, it also may be possible to negotiate for a certain amount of free (or discounted) meeting or exhibit space within the hotel, based on a guaranteed booking of a specified number of room-nights. (When a registrant books one room for three nights—as often is the case at MCoR conventions—that is interpreted as three room-nights by the hotel, not just as one room reservation. Thus 40 rooms x 3 nights = 120 room-nights.)

Convention centers without attached lodging facilities may have working relationships with hotels and food service contractors. Check out all your available resources.

**Trade Show:** Select people to work on this activity who have the ability to enlist the participation of exhibitors—swappers, manufacturers and dealers. The better the trade show, the more you can use it as a draw for both MCoR and public participation. Bear in mind, you need both quality and quantity and obtaining exhibitors requires sales ability in time when budgets are limited and the requests for exhibitor participation are numerous.

You will also need someone to handle logistics—the assignment and arrangement of space, procurement of tables, lighting and power requirements and security.

**Publicity and Marketing:** The demands on this sub-committee are often greatest because their activity spans the entire period from the preparation of the bid to the media relations activities during the convention. A lot of planning is required and adherence to deadlines is critical.

You will need to decide how much publicity you will be able to obtain without cost and how much paid advertising will be required to ensure your success. There is a great deal of variance in media policies from one community to another. Some convention cities find that local media is generous and very easy to work with. Other cities have found that the media gives nothing. If your city is an example of the latter, it is strongly suggested that you separate the responsibilities for media relations to those of advertising and marketing, because the amount of work required of committee members is likely to be greater.

**Public Relations Tips:** In dealing with newspapers, radio and television stations, begin by developing a list of media contacts. If you don't already have such a list, make phone calls to all the media and very candidly explain that you are planning to host a convention of model railroaders and want to know which staff member should be on your list to receive information. TV stations may refer you to their assignment editors, newspapers may request that you send materials to a specific section editor, and radio stations may give you the name of their news directors. If you can, arrange to meet these contacts or talk directly to them on the phone, and when you do, have something to tell them that will peak their interest. These people will respond best to your requests if you are timely and have something to offer that will appeal to their audiences.

Begin your correspondence by preparing a fact sheet that provides all the essential details about your convention, including the name of a reliable committee contact, someone who can be available during business hours as well as in the evenings.<sup>11</sup> If you prepare press releases about specific activities, be sure they are to the point and no longer than necessary to convey your message. You may wish to draft copy for public service announcements and visual suggestions for television stations (such as private layouts and model railroad clubs to visit for stock footage).

<sup>&</sup>lt;sup>11</sup> This individual should be well informed, articulate and considerate of the busy schedules and deadlines to which reporters and broadcast crews must adhere.

Always remember when dealing with the media that they are doing you a favor, helping you gain the public exposure you need to attract attendance. Since model railroad events rarely qualify as hard news, you should realize that the amount of space and time you get will depend on how much competing news there is at press and air time. For this reason, it will best serve your purpose to provide the media as much lead time as possible and arrange your interview and tape/photo sessions at their convenience.

**Printed Materials:** Every convention needs printed materials that are normally prepared by the Publicity Committee. Flyers and registration forms advertising the convention, convention schedules, and tickets of various descriptions, layout tour maps, and prototype activity information will be needed. It is a good idea to appoint someone to your committee who either has experience in designing and purchasing printed materials or access to someone who can provide the required services. With more and more people becoming involved in desktop computer publishing, volunteers for this assignment are becoming easier to locate year by year, and the cost of producing eye-catching printed pieces is becoming more affordable. You should be cautioned, however, that there is more to designing effective promotional tools than can be found in the manuals accompanying today's plethora of software.

**Prizes and Premiums:** The procurement of door prizes, registration prizes, and raffle merchandise should be chaired by one of your best sales persons. This individual and his/her committee will approach manufacturers, distributors, hobby dealers and individuals seeking contributions that you can use to stimulate publicity and promote attendance. They will write letters use the telephone and make personal visits in the process of achieving their purposes, trying to procure quality items as well as a quantity of prizes.

The word "premium" refers to those items that you may secure in large enough quantities to give to convention registrants as mementos of the convention. These might include such items as lapel pins that promote your city or organization, key-chains or drink coasters—sometimes provided without charge by area chambers of commerce. Unless you have plenty of money to throw around, it is suggested that you not spend your convention dollars procuring these.<sup>12</sup>

**Clinicians/Speakers:** The task of obtaining clinicians and speakers should be assigned to someone who enjoys meeting people. It is often erroneously assumed that the person who recruits these people needs to be someone with a lot of contacts with the media and model railroaders around the country. A person who is outgoing and enthusiastic can phone and write to any of the well-known modelers around the country or the editors of the model railroad media and issue the invitations with great success. Model railroaders generally tend to be good folks and most of them respond well to requests from their fellow modelers. Assistance from the MCoR Convention Department's Clinician Chairman can be requested by the host committee's clinic chairman.

A critical key to success in recruiting clinicians and speakers, however, is to begin your work early. Be prepared to make a specific request of the person you are contacting. Be respectful of the individual's time and schedule, be sure to determine his/her needs, help the invitee make travel arrangements when necessary, be prepared to provide lodging as necessary and requested, and arrange for the individual to be met and escorted to the convention site.

Be prepared to pay the expenses of nationally known clinicians or speakers. Honoraria are not customary, though some well-known speakers may request a fee. You will find that many modelers and some editors will not ask you to pay their expenses, but it is always a good practice to waive all participation charges and provide meals for these people while they are at the convention. Be sure that out of town speakers are escorted when off the convention premises, on layout tours and during prototype activities.

Some convention committees have purchased gift certificates for clinicians and speakers who declined to accept expense payments. Common courtesy must be the rule, always, especially if you want to maintain good relationships and invite clinicians and speakers to return for future events.

**Layout Tours:** Among the most eagerly anticipated activities of any model railroad convention are the layout tours. The quality and quantity of the layouts you are able to show the registrants can have a tremendous influence on their perceptions of the convention as a whole. Assign the responsibility of planning the layout tours to someone who knows the model railroaders in your area well and has the ability to influence them to participate. Make sure this individual also has the ability to handle details of scheduling, security, transportation and communications with the tour layout owners and operators. If the layout tours are to be self-guiding, there will be a need to prepare easy to follow directions and maps for drivers who may not know the local terrain. Determine what rules visitors will be required to follow, and be sure appropriate information is included in the convention registration packets. If individual layout owners have special requirements of their visitors, be sure you communicate these to each registrant.

Over the years, the NMRA has published information on proper etiquette for layout visitors to follow. It is always appropriate to reprint this information for newcomers and the occasional forgetful old-timer.

<sup>&</sup>lt;sup>12</sup> Items offered for sale to raise money for the Region, such as coffee mugs, patches, and labeled clothing are normally provided by MCoR and you are never expected to risk your convention funds procuring these items.

**Prototype Activities:** It is rare for a successful convention not to include some prototype related activity. Not every city can provide an excursion or dinner train, but at least there should be opportunities to see local railroad facilities and hear an illustrated lecture on the history and/or operation of railroads in your area.

When excursions are offered, they normally are extra fare options for convention registrants. As such, these can be real money making events for your convention. Some of the most financially successful conventions in MCoR history have been those that offered excursions and fan-trips, attracting increased attendance from throughout the Region.

Arranging prototype activities may be as simple as calling a commercial operator of an excursion train and discussing fares, schedules and guarantees, or as complicated as arranging tours or fan trips by negotiation with a local or division railroad office that looks askance at rail fans, requires liability waivers and places severe behavioral restrictions on all visitors to its properties. Most railroads are accommodating, however, especially if you are businesslike in dealing with their personnel.

In planning prototype activities, don't overlook the opportunity to visit industries that are railroad related or facilities that provide interesting activity along the railroad right of way. Large industries and port facilities, for example, often have their own internal rail systems and equipment. Consider, as well, companies that service railroad equipment signal—manufacturers and car repair facilities are two examples.

**Banquets:** Once considered an essential part of a model railroad convention agenda, banquets are now considered dispensable luxury options by some sponsors. Planners of recent conventions have discovered that model railroaders would rather not spend their convention dollars on the programs and food traditionally associated with the modestly priced hotel dinners typical at such events. Anticipating that they will have to listen to Region officers make speeches and sit through lengthy award presentations, many hobbyists choose not to purchase banquet tickets, defeating one of the primary purposes of banquets.

The challenge to a banquet chairperson or committee is to format a program that serves the purposes for which we normally hold such events:

- to create an opportunity for model railroaders to get acquainted in a pleasant social atmosphere,
- to provide some form of entertainment for convention participants, and
- to provide a forum for recognizing of the achievements of our fellow modelers.

Clearly all of these objectives can be met with some imagination and without holding a traditional dinner.

Remember that one important objective is to bring together—at one time—as many convention registrants as possible. This could just as easily be achieved at a country barbecue or a theater party as in a hotel or convention center banquet hall.

**Family activities/non-rail activities:** Many model railroaders set aside vacation time to attend a regional or national convention, and they bring their families along. Nothing discourages future participation in model railroad conventions more than having a modeler return home with a spouse or children complaining that they were bored while the principal railroader was off with his cronies enjoying themselves.

It is important that you find someone in your organization that is knowledgeable about your community and the surrounding area and sensitive to the diverse interests of various family members. Don't assume that everyone likes to shop or visit museums or go to a zoo. Talk to you chamber of commerce and ask them to help you plan a program that will meet your needs. They don't want people leaving your community feeling dissatisfied and they will help you.

If you provide transportation for scheduled non-rail events, be sure to provide alternatives for participants who provide their own vehicles. Offer maps, bus schedules, information on cab companies and their rates. If there are walking tours of some areas of your city, be sure to provide advice on those as well.

**Region Convention Committee Liaison:** MCoR has a Convention Department Chairperson whose job it is to help coordinate your plans with the specific needs of the Region. It is not this person's job to tell you how to run a convention, but to be a resource to answer your questions and to be sure that the annual meeting, BOD meeting, awards presentations and contests are implemented smoothly.

If you need a cash advance from MCoR to help cover front-end costs, contact the MCoR Convention Department Chair. When determining the space needs for the contests and staffing requirements for the contest room (including security) contact the MCoR Convention Contest Chair, who also is responsible for providing the awards.

**Special Events:** Special events may be covered under the headings of prototype activities, banquets, and auction and family activities/non S rail activities. You may choose, however, to separate the responsibilities for some activities from the events during which they occur. For example, a special events committee may plan the program that takes place during a banquet, or a demonstration that takes place during a specific time period on the floor of the trade show.

The need for separating responsibilities may arise when planning complex activities, and only you can decide if and when this is necessary.

One event that might be included in this category is an auction. Auctions can be planned with a silent auction format or as a live auction, with an auctioneer. Live auctions were once a common event at all model railroad conventions: however, in recent years they have been less popular for several reasons. The success of a live auction depends on the skill of the auctioneer, the quality of the merchandise offered, convention attendance (size), the level of the minimum required bids, and current economic conditions. You must determine if an auction is warranted at your convention. No convention is required to hold one.

**Finance:** Every convention needs a good money person who understands accounting principles and makes sure the committee recognizes its financial commitments and responsibilities. This person should keep accurate records of all expenses, payment duedates and see that the checks are written (even though that may be done by a separate treasurer). This individual will be responsible, after the convention, for preparing a final financial statement that will be submitted to the MCoR BOD.

**Registration:** A major convention responsibility is setting up efficient registration procedures and staffing a registration desk during the convention. Whenever fees are collected from registrants and visitors, it is the responsibility of this committee to be in charge. When registration goes smoothly, people perceive a well-organized event and are generally more relaxed and friendly to each other. If registration procedures do not go smoothly, tension is created, people become agitated and nervous and tempers sometimes flare.

Be sure this committee is large enough and that its procedures are clearly rehearsed and understood by everyone in your entire convention organization. When questions arise, and they always do—even with the best of planning—knowing where to direct those questions for speedy resolution will save time and boost morale.

Registration packets should be assembled in advance. Name badges can be prepared in advance for pre registered participants, speeding activity at the registration desk. Schedules and directions should be posted prominently. Attention to detail will pay big dividends.

**Resources:** Though not essential, it may be a good idea to create a resource committee whose job it is to gather information that might be utilized by several other individual chairpersons or committees. This committee might contact area chambers of commerce, and obtain contacts with hotels, caterers, restaurants, tourist attractions, restaurants, industries that welcome visitors, entertainment sources, suppliers of audio-visual and sound equipment, and transportation providers. Eliminating the possible duplicity of effort by several committees will make your organization appear more efficient and may result in greater cooperation from busy community resource people who normally spend a great deal of time on the phone filling requests.

The committee should also contact other local groups who have held conventions, and other committees who have hosted model railroad conventions to obtain samples of materials used to promote their events. These will be invaluable in helping your publicity committee develop materials for their needs.

# 6. Good communications are essential to a successful convention

Keep all your committee members well informed, make sure all persons with whom you have contracts understand your expectations, Be clear in all your verbal and written correspondence with the media, and communicate your progress, needs and desires to the MCoR board through proper channels.

Lastly, be sure there is ample, legible, clearly worded signage throughout the convention facilities, providing directions to convention registrants, and visitors. The responsibility for preparing these might be assigned to the facilities committee or to the publicity committee depending on skills available.

If you follow these simple guidelines, and work hard to secure convention attendance, you will surely succeed.

# AREA MEET CHAIRMAN

SECTION 1. A MCoR Area Meet Chairman, within the Convention Department, shall be appointed by the President to maintain the Area Meet Guidelines Section of the Executive Handbook.

SECTION 2. He shall be available to render advice and assistance to persons desiring to stage Area Meets.

# AREA MEET GUIDELINES

To provide a general overview of the items this should be considered when planning an area model railroad meet. A narrative of the functions is provided to the reader as well as a checklist which can be adapted to any specific meet.

SECTION 1. Area Meet Committee Selection

A. Area Meet Chairman - This individual is in charge of the local area meet committee. His/her duties should include facility selection and negotiations, presiding over the area meet committee and resolving problems.

B. Contest Chairman - This person is responsible for establishing the model contest categories, securing and organizing the space for the contest, provide staffing to register and watch the models and tabulate the vote for later awarding of prizes. A final duty would be to provide the necessary qualified judges and forms for NMRA merit judging, as necessary.

C. Clinic Chairman - This individual will be responsible for obtaining capable modelers for live demonstrations or clinics on a variety of model railroad subjects. Other duties would include assisting out-of-town clinicians with hotel/motel registration as well as restaurant/entertainment facilities. The clinic chairman should maintain contact with the clinicians up to and including the day of the meet and supply any necessary media equipment such as slide projectors, microphones, video equipment, etc. One final duty may be to arrange a Non-Rail Clinic that would be of interest to spouses attending the meet.

D. Registration Chairman - The duties of this individual would include record keeping for advanced registered attendees, registration the day of the meet, swap table sales, collection of cash receipts for all attendees and swap tables and a final tally for attendance.

E. Layout Tour Chairman - This Chairman would contact several modelers in the area who would be willing to open up their homes and layouts so that those attending the meet could see operating layouts. This individual could also line up prototype tours with local railroads for attendees. Modular railroads operating at the meet should be the responsibility of the layout tour chairman.

F. Door Prize Chairman - This individual would be responsible for contacting hobby stores and manufacturers soliciting model railroad supplies for door prizes for attendees. Usually this person would select attendees at random from registration information and hand out the prizes during the meet. Advance registration door prize(s) could also be used to encourage advance registration. Some form of acknowledgment or thanks to those donating prizes is strongly urged.

G. Award Chairman - The duties of the awards chairman would be to obtain awards for each category for the model contest as well as any special recognition awards. This person would also be responsible for handing the awards out at the closing of the area meet.

Note: Any of these positions can be combined or omitted depending upon the type of meet desired or personnel available.

# SECTION 2. Facility Selection

This is usually the primary responsibility of the meet chairman. The site selected should be large enough for slightly more attendees than anticipated to handle overflow. The site would optimally have easy access/parking and be close to several restaurants for attendees to have lunch at. It should provide sufficient classrooms/meeting rooms for the clinics as well as the model contest room. There should also be sufficient space for the swap tables and any modular layout(s) operating. If possible, the physical layout should be drawn to scale and the anticipated swap tables and operating layouts included ensuring no problems the day of the meet. In some cases the facility can provide the tables needed for the swap meet. If not, then an outside source should be contacted to supply the tables. Usually high schools, colleges or hotels/motels are used as meet facilities. Liability insurance for the meet is provided by NMRA; however, notification of the meet should be made to NMRA headquarters. When using a facility be sure to see if there will be

maintenance personnel available during the meet. It is difficult to anticipate all that can go wrong, by the facility's maintenance crew should be well prepared.

The date selected for the meet should not conflict with other local or regional meets. This should increase attendance at your meet since modelers will not have to choose which meet to attend. Schedules of meets already under way can be found in the NMRA <u>Scale</u> <u>Rails</u> and magazines such as <u>Model Railroader</u> and <u>Rail Model Craftsman</u>.

## SECTION 3. Advertising

This could be the single most important segment of the meet. Many good meets have been poorly attended in the past only because people simply did not know about them. It is recommended that some form of advance advertising be done so that those interested could make plans to attend as early as possible. Usually this is done with a flyer or handbill that tells the date, site, model contest categories, clinics, operating layouts, and any other important meet information. This should be 4 to 6 months before the actual meet. These flyers can be mailed to last years' attendees, left in local hobby stores and passed out at other area meets. About 4 to 6 weeks before the meet, the actual registration announcement should be ready for mailing to last years attendees and sent to local and regional hobby stores. The ideal registration form would have detailed information about the meet including the daily schedule, clinics, model contest categories and a map to the facility and, if possible, a map of the facility.

Another good form of advertising is through the local news media. Many TV and radio stations offer public service announcements for not-for-profit organizations at no charge. Newspaper advertising is another form of advertising but it usually will have a charge for it.

## SECTION 4. Meet Finances

The meet committee should meet well in advance of the event and plan the meet considering the financial aspects. The following all should be considered and decided upon:

- A. Admission Charges (advance, MCoR & at-the-door)
- B. Swap table charges
- C. Facility rent
- D. Advertising, printing & postage
- E. Awards
- F. Name tags/meet official identification
- G. Concession supplies

With this information a meet budget can be created based on estimated attendance figures. Last year's attendance and associated costs can provide a good basis for the current year budget. Once established, try to stay as close as possible to the budget in order not to lose money on the meet. Allow some funds in the budget for miscellaneous expenses as they always happen.

#### SECTION 5 Registration

The chairman of registration is responsible for receiving advance registration forms and fees. He/she should keep records of advance registrants and turn the fees collected into the Area/Division treasurer as soon as possible as these funds are usually needed to help fund the meet. Provision should be made to have a registration table at the front door of the meet facility and adequate staffing during the event. Most attendees register at the door, so have plenty of help available. The registration table is responsible for gathering door prize applications and forwarding them to the door prize chairman during the meet. The registration table also serves as the general information booth so be prepared.

#### SECTION 6 Swap Tables

The chairman should decide on how many swap tables to have and the charge for renting the space. Be careful not to oversell the space/tables available. Determine the layout of the tables to verify the numbers. Tag all the tables to allow for easy assignment to the sellers. The swap table chairman should prepare a diagram of the swap area showing the swap table arrangement for committee

approval. As tables are rented through pre-registration, assign the tables to the vendors. The swap table chairman should be on hand to supervise the setup on the day of the meet. This will minimize confusion and make the setup go faster.

# SECTION 7 Model Contest/NMRA Judging

Well in advance of the meet, the model contest categories should be recommended by the model contest chairman and approved by the meet committee. Some possible categories of competition are:

a. Steam Locomotives	j. Off-line Displays
b. Diesel Locomotives	k. Traction
c. Freight Cars	l. Black & White Prototype Photos
d. Passenger Cars	m. Black & White Model Photos
e. Cabooses	n. Color Prototype Photos
f. Non Revenue On-line	o. Color Model Photos
g. On-line Structures	p. Youth (16 & under)
h. Off-line Structures	q. Best of Show

i. On-line Displays

During the meet, the model contest chairman is responsible for the contest room and its contents. He/she will probably need to have help to register models and watch the models during the meet. For popular vote contests, ballots will have to be collected and tabulated for the awards presentation. Prepare adequate forms for model registration and include a claim check/stub for the model owner. This will make him/her feel better about leaving the model in your care.

The model contest chairman is also responsible for obtaining qualified NMRA judges for models presented for merit award consideration. He must also have available blank copies of the NMRA forms and paperwork.

#### **SECTION 8. Clinics**

The clinic chairman's primary duty is to obtain the services of qualified model railroaders to teach others about the hobby in a classroom setting. He/she should remain in contact with each clinician up to and including the day of the meet in order to insure that the clinics go smoothly. Any media equipment needed for the presentations should be on hand the day of the event as well as any handout type materials. The clinic chairman should be prepared to assist visiting clinicians with room reservations, maps of the area and local restaurants.

Another duty of the clinic chairman may be to arrange for a Non-Rail Clinic for spouses of attendees. A final consideration would be to provide a video room for viewing films (rail or non-rail oriented).

# SECTION 9. Contest Awards

The awards chairman should plan the ordering of the trophies/plaques well in advance of the meet date. Usually, two to three weeks is sufficient. Most meets have awards for the top three places in each model category but this is not mandatory. Past practices would indicate that the nicer the awards the more entries an area can expect in preceding area meets as well as overall higher attendance at the meet.

## SECTION 10. Home Layout/Prototype Tours

The layout tour chairman is responsible for contacting area modelers who would be willing to allow people attending the meet to view their home layouts. Maps to these modeler's homes should be distributed after the awards ceremony to restrict the meet attendees from going to individual's homes too early in the day. The chairman should view the home layouts before the event to insure that the layouts are finished enough to provide interesting viewing by the public.

The layout tour chairman could also arrange for a prototype tour of any existing local railroad facilities. Permission must always be granted from the railroad before going onto the property. If receptive, the railroad will probably want to give a guided tour for obvious safety reasons.

## SECTION 11. Door Prizes

The door prize chairman should solicit area hobby stores and manufacturers for model railroad supplies to be used as door prizes for the meet. This allows attendees to have the chance to win a nice gift and the hobby stores and manufacturers get good public relations/advertising out of the recognition they get during the distribution. The meet committee needs to decide if they will have an advance registration prize. If so, this is usually a quality gift that has a value of \$50 or more. This is commonly awarded at the awards ceremony.

SECTION 12. Miscellaneous

A variety of other considerations might include the following:

- a. Switching Contest
- b. Concession Sales
- c. Sponsors

# NOMINATING COMMITTEE

# SECTION 1. PRESIDENT, VICE-PRESIDENT, and TRUSTEE

- A. In the selection of candidates for President, Vice-President, and Trustee the following guidelines are suggested:
- 1. They should be reasonably good model builders.
- 2. They should have shown a capacity for leadership and administration.
- 3. They should have demonstrated an active interest in Region activities and affairs over a period of approximately five years.
- 4. The Trustee must agree, barring any unforeseen circumstances, to attend all National BOT meetings during his term in office.

# SECTION 2. SECRETARY and TREASURER

- A. In the selection of candidates for Secretary and Treasurer the following guidelines are suggested:
- 1. They should be reasonably good model builders.
- 2. They should have organizational and record keeping abilities.
- 3. They must agree to perform the duties of their office as expeditiously as possible consistent with their occupation.
- 4. They should have demonstrated an active interest in Regional activities and affairs over a period of approximately three years.

# **BALLOT COMMITTEE**

SECTION 1. Work closely with the Board of Directors and the Nominating Committee to identify candidates for office and determine whether or not any issues are to be voted upon by the general membership and should therefore be included on the ballot. It is recommended that all candidates for office and pertinent issues for the ballot be finalized by the mid-year Board of Directors meeting held in January.

SECTION 2. Biographical sketches and a statement of qualifications, not to exceed 200 words, must be obtained from each candidate. All other issues to be included on the ballot must be clearly written and approved by the standing MCoR President. This information should be completed no later than March 1st.

SECTION 3. The ballot itself should be designed and formatted so that the return portion is separate from the segment with the members name and address label. The ballot should be printed on heavy bond paper to insure that the return portion will withstand Post Office automated mailing equipment.

SECTION 4. Mailing labels should be obtained from the MCoR Computer Manager. Requests for labels should be made by March 15th so that they will be on hand by April 1st.

SECTION 5. Allow sufficient time for the ballot to be proofed, printed, sorted by zip code, and sent in bulk to the MCoR Mailing Chairman. All ballots should be in his hands by April 15th so as to insure that ballots will be in the mail to all members no later than May 1st.

SECTION 6. Receive and tabulate only those ballots returned and postmarked before midnight June 1st. Any ballots received after midnight June 7th shall not be counted regardless of the postmark.

SECTION 7. Be prepared to announce final ballot results at the Board of Directors Meeting held during the Annual Convention. Provide the MCoR Secretary and the Editor of the Caboose Kibitzer a written summary of the election results.

# **PUBLIC EDUCATION**

To provide a general overview of the items this should be considered when planning a model railroad class for the general public.

## SECTION 1. Curriculum Selection

The curriculum for this class should at least include the four major areas of the hobby.

- a. Bench work
- b. Track work
- c. Electrical
- d. Scenery

With an introduction to the class and the NMRA this course will run six to eight weeks. If time is available other topics such as building structures and equipment, painting, weathering, Kadee couplers, layout lighting and photography could be included.

## SECTION 2. Faculty Selection

After the curriculum has been selected, the instructor may find it necessary to obtain help with some of the curriculum areas. Very few people can be considered an expert on all areas of the hobby. The instructor should try to find people in the area that could help him/her in areas where he/she is weak. This will provide the students with a more well rounded and beneficial class.

#### SECTION 3. Facility Selection

The facility selected will depend on what is available in the area. Junior colleges usually have the best facilities, but the local Parks and Recreation Department should also be consulted. Another possible source of facilities is the Adult Education Department of the local school system. Various things should be considered when making the final choice of a host facility.

#### A. Location of Classroom

It is best to have the classroom on a ground floor close to an outside door. This will allow equipment and displays to be moved in with ease.

#### B. Classroom Equipment

The classroom should at least have access to tables, AV equipment and the ability to darken the room. It is also nice to have a room with a sink and tile floors. Even with tile floors some type of floor covering should be used when demonstrating scenery, painting or other potentially messy techniques.

#### C. Class Time and Duration

The class time and duration may be dictated by the host facility. However, it should meet at least once a week for two to two and one half hours for approximately eight weeks. If possible the class starting time should be adjusted so students can get home and eat before coming to class.

#### **SECTION 4. Class Publicity**

This is best handled by the host facility, however be sure that flyers are in the local hobby shops.

#### SECTION 5. Class Size and Makeup

Because of the need for viewing demonstrations, the class size should be limited to 25 or 30 students. Young people ten years or older should be encouraged to attend. This will introduce a new generation to the hobby of model railroading.

# SECTION 6. Handouts

Each class session in the course should have a handout covering the topics for that session. Be sure not to infringe on copyrighted materials when these handouts are made up. If your host facility will not copy these handouts free of charge it may be necessary to advertise in the flyer that handouts are available at an additional charge.

#### MCoR Handbook

# DIVISIONS

SECTION 1. All Division members shall be members of the MCoR.

SECTION 2. The MCoR Board of Directors shall be called upon to determine that the geographic size of a proposed Division will not discriminate unfairly against any member by requiring excessive travel time or expense in order to participate in the activities of the Division Consistent with the above, the geographic area of a Division could include any one of the following:

A. Postal Zip Code Boundaries

SECTION 3. Any disagreement over boundaries of adjacent Divisions shall be settled by the MCoR Board of Directors.

SECTION 4. The Division Constitution and By-Laws shall not conflict with the Constitution and By-Laws of either the NMRA or the MCoR.

SECTION 5. Division Area Directors shall comply with MCoR By-Laws Article VII, Section 6, Sub-Sections A through E.

# **NON-RAIL CONTEST**

SECTION 1. The Non-Rail Contest is open to any MCoR member or spouse who is in attendance at a Regional Convention. Any kind of article may be entered provided it has been made personally by the entrant. The article does not have to be Model Railroad oriented.

SECTION 2. The Non-rail contest is pertinent to arts and crafts only - Structures, Rolling Stock, Dioramas, Modules, etc. will be entered in the regular contest in accordance with NMRA rules.

**SECTION 3. Definition:** 

A. Arts and crafts to be defined as follows:

1. Art Work: Paintings, tole painting, painting by number, etc. oil and/or water base paints.

2. Needle Work: Anything assembled from cut pieces of material and/or material decorated by needle and thread.

3. Knit: Knit, crochet, tatting and needle point. Items made by using any above listed tools and appropriate threads.

4. Others: Quilting, beads and etc. Items made from the aforementioned items.

B. If there are less than three items in a sub-category, that category may be combined with another sub-category in order to make a contest. (At the discretion of the committee/judges).

C. The Non-Rail Contest is not an official part of the model contest of a convention. They are however, sponsored by the convention department.

## SECTION 4. Awards:

- 1. Plaques shall be awarded for first place and best of show.
- 2. Ribbons shall be awarded for second and third place winners.
- 3. Only best of show and first place winners will be awarded at the awards presentation.

SECTION 5. If an item has previously won best of show or first place in a national or region contest, it may not be entered again.

# MODEL AND PHOTO CONTESTS

SECTION 1. Area/Division Meets:

A. Area/Division Meets contests will be decided by popular vote.

B. Merit judging should be available but has nothing to do with contest scoring.

C. All models entered in the contest must be the sole work of the entrant.

D. All photos entered in the contest must have been taken by the entrant. Commercial film or digital file processing is acceptable.

E. Models and photos that have won first place at other NMRA sanctioned Area/Division Meets, Regional Meets, and/or National Conventions are not eligible for entry.

F. There must be at least two (2) entries in a contest category for said category to be considered a contest.

G. Popular vote contest entrants need not be members of the NMRA.

SECTION 2. Regional Conventions:

A. Regional Convention contests shall include all model and photo categories defined in NMRA guidelines.

B. Regional Convention model contests will be decided by using the Achievement Program Merit Judging Guidelines. Photo Contest judging shall be in accordance with NMRA Photo Contest Guidelines. First, second, and third place rankings are determined by the points earned under said guidelines.

C. All models entered in the contest must be the sole work of the entrant.

D. All photos entered in the contest must have been taken by the entrant. Commercial film or digital file processing is acceptable.

E. Models and photos that have previously won a first place in other NMRA sanctioned Regional or National Conventions are not eligible for entry.

F. There must be at least two (2) items entered in a category for said category to be considered a contest. In addition these two (2) items must be able to earn at least 50% (62.5 points) of the maximum points available under the Merit Award Judging Guidelines or, in the case of photos, be deemed by the judges as worthy of the award(s).

G. All entrants must be members in good standing of the NMRA.

H. All entries must be accompanied by the appropriate contest entry and/or Merit Award Judging paperwork.

I. Photo Contest judging shall be in accordance with NMRA Photo Contest Guidelines.

J. Model and photo contests shall be awarded plaques for first, second, third place and Best of Show.

# Zip Code Maps Are now in a Separate Document

# NMRA BRITISH REGION REGION HANDBOOK



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# WELCOME TO THE NMRA BRITISH REGION

# Introduction

As a member of the NMRA BR you are hopefully aware of the workings of the organisation at large; however if you are a member of the BOD or an officeholder there will be various things that you need to be bought up to speed on regarding procedure and this document is intended to be the manual for your term in office.

This will be kept on the Members Section of the website for ready reference. This document will be your guide for your term in office or even just as a member giving an insight into the workings of NMRA BR.

# Background

NMRA was founded in 1935. The British Region received its charter from the NMRA in 1946. The charter defines its geographic boundaries as "The British Isles".

The British Region operates, so far as reasonably practicable in accordance with the NMRA Regulations. There will be instances where these regulations are at variance with UK law.

The British Region has its own Constitution. This details the rules by which the Region operates. The Constitution can only be changed by a ballot of all of the Region Members.

The British Region also has By-Laws. These comply with the requirements of the Constitution but provide additional rules by which the Region operates. They can be changed by the approval of the members at an AGM or Special General Meeting.

# **Objectives of the British Region**

The objectives of the British Region are:

- to promote the enjoyment of all aspects of the hobby of model railroading;
- to promote the use of standards and recommended practices set down by the NMRA;
- to provide an environment in which model railroading can flourish;
- to provide information for model railroaders with particular emphasis on those modelling the North American prototype;
- to encourage participation in the NMRA Achievement Programme;
- to encourage the setting up of local groups;
- to encourage participation in contests.

# **Objectives of the BOD**

The objectives of the members of the BOD are:

- to provide the services that fulfil the objectives of the British Region in a cost-effective manner;
- to ensure that the services provided are allocated fairly without undue favour to one member over another;
- to ensure that the standards of the services provided are of the required quality;
- to identify possible new services for members that could be provided and determine whether the potential benefits outweigh the costs of provision;
- to review existing services to members to determine whether they are cost effective or whether they can be improved for the benefit of members;
- to ensure that the Region's activities comply with legal requirements;

• to ensure that the Region remains financially solvent.

# The BOD of NMRA British Region

# Membership

The Constitution stipulates that the BOD shall consist of the following posts:

- President
- Vice President
- Secretary
- Treasurer
- Membership Director

# Term of Office

Each officer is to be re-elected annually by membership ballot – see Constitution for full rules.

The Vice President is expected to take the position of President after the latter retires after his/her appointed term, unless otherwise indicated.

# BOD Job Descriptions

Responsibilities listed may be transferred to others but must be agreed by BOD

# President

Responsible for all matters relating to the Region including:

- overseeing the running of the Region;
- putting forward ideas for the future of the Region;
- making sure that policies developed are practicable, workable and can be implemented if approved by the BOD or wider membership;
- appointing the Appointed Officers except for the Auditor;
- ensuring that the Appointed Officers are performing their jobs to the betterment of the Region and the NMRA;
- arranging for the replacement of any Appointed Officers if they are failing to do their job;
- provision of support for the Appointed Officers as required or requested;
- chairing BOD meetings;
- liaison with the Atlantic Director on matters concerning the NMRA (National);
- making recommendations as to the appointment of Auditor for acceptance by the AGM;

• acting as the 'figurehead' of the Region.

# Vice President

Responsible for general management of the Region and all matters relating to the publicity of the Region including:

- assisting and deputising for the President, as required;
- chairing sub-committees and working parties as required;
- overseeing NMRA BR publicity;
- liaison with the Marketing Coordinator, Meets Officer and the Webmaster, to ensure strong representation of the NMRA at exhibitions, at other events and in the media;
- overseeing the Region website including ensuring the security of material on the Web and the continued improvement of material and information available to members through that medium.

# Secretary

Responsible for general administration of the Region including:

- acting as the point of contact for the NMRA BR;
- sending, receiving and maintaining official documentation;
- advising the membership of the date and time of official business meetings;
- preparing and circulating the agendas for business meetings;
- recording and publishing business meeting minutes and notes;
- maintaining the BOD area of the NMRA BR website;
- keeping all working documents under constant review through to final acceptance and adoption;
- identifying working documents and policy documents that may need review or revision;
- ensuring that NMRA BR insurances are fully paid up.

# Treasurer

Responsible for all matters relating to the finances of the Region including:

- ensuring that accurate accounts are kept of the Region's finances;
- ensuring that accurate accounts are kept for all Region sponsored meets and conventions;
- ensuring publication of the accounts in Roundhouse;
- production and control of departmental budgets;
- receiving and validating the Region's bank statements;

- making payments from the Region's bank account;
- making recommendations to the BOD as to the required level of membership dues;
- arranging the transfer of funds to the NMRA for membership dues;
- making recommendations to the BOD as to the appointment or reappointment of the Auditor; and
- providing support to the annual Convention team.

#### Membership Director

Responsible for all matters related to membership including:

- enrolment of new members;
- membership renewals;
- data transmission to NMRA;
- ensuring security and accuracy of member's data;
- ensuring compliance with Data Protection Act;
- production of statistics relating to membership;
- ensuring members receive the benefits paid for.

# **BOD** meetings

#### General purpose and conduct

Meetings are held when needed. With modern day technology many matters can be discussed, reviewed and agreed through e-mail and by phone. However it is recommended that there be a minimum of four face to face meetings per annum one of which being held immediately before the AGM.

Such meetings must include the President or the Vice President and must have in total at least three BOD members present. Notes of the discussions and decisions made will be circulated to any absent members immediately after the meeting with a view to getting agreement to the proposed actions. Decisions require a majority of the BOD in favour.

All BOD officers MUST have regular and frequent access to the internet.

#### Format of meetings

All BOD meetings are informal but minutes will be taken and recorded. The minutes of current and previous meetings will be accessible to BOD members on the BOD section of the Region website. The minutes will record decisions and as far as practicable, the reasons behind the decision.

#### Generic [Draft] Agenda

- 1. Apologies for Absence
- 2. Minutes of Previous Meeting
- 3. Matters Arising
- 4. Additional Matters as required new points for action by BOD
- 5. Any Other Business
- 6. Agree any action points and appoint responsibilities
- 7. Date of Next Meeting

The format for the minutes should follow the above structure but the principal outcome should be the action points which should be highlighted, numbered and the BOD member(s) (or others) charged with the action clearly denoted.

# **Annual General Meetings**

#### Format

The AGM normally takes place during the weekend of the Convention and the timing is left to the discretion of the Convention Organisers. The Convention Organiser is encouraged to hold the AGM on the Saturday at a time when all member day visitors can attend. Notice of the AGM should be carried in the edition of Roundhouse immediately before the AGM. This must allow at least 21 days before the date of the AGM.

#### Generic [Draft] Agenda

- 1. Apologies for Absence
- 2. Minutes of Previous AGM
- 3. Matters Arising (not covered elsewhere)
- 4. Appointment of BOD Members
- 5. President's Report
- 6. Treasurer's Report
- 7. Appointment of Auditor
- 8. Secretary's Report on Region Activity
- 9. Atlantic Director's Report (if present)
- 10. Other matters tabled for discussion
- 11. Any Other Business
- 12. Action Points

# **Appointed Officers**

A number of officers are appointed by the President, and continue in appointment until they either step down or are replaced by the President. They are as follows;

#### AP Chairman

Accountable to President for the running of the 'Achievement Program' including:

- making sure that Region members are aware of the programme;
- running workshops and writing articles to encourage greater member participation;
- attending member's homes and group meetings to carry out examination of models etc for the programme;
- recruiting additional members who are expert modellers in their own specialist fields to assist in the examination and judging processes;
- working with the Contest Chairman at the Region Contests;
- encouraging members to take part by offering assistance and guidance to all enquirers.

#### <u>Auditor</u>

Accountable to the Membership for audits on the Region's assets and processes related to its assets. This includes:

- undertaking the annual audit of the Region's accounts;
- initiating audits on any processes involving money;
- initiating audits of any other Region assets including the Library.

#### Ballot Chairman

Accountable to the President for the inviting of nominations, running of all ballots for the Region (including Constitution changes) and overseeing the elections of officers.

#### Constitution Review Group

Accountable to the President for reviewing the Constitution and By-Laws including:

- periodic review of the Constitution and By-Laws to determine whether any changes are required;
- maintaining records of the reasons behind changes made;
- recommending to the BOD that a ballot be held to facilitate a change;
- producing explanatory material for the membership.

#### Contest Chairman

Accountable to the President for the organisation of all Contests including:

- arranging the contest at the Annual Convention including the appointment of judges and others to assist in the preparation and staffing of the Contest Room;
- giving notice to all members of such events through Roundhouse and other media such as the Region website;
- making sure that members have access to the necessary entry forms;
- making sure that members are aware of the various classes of entry;
- writing articles in Roundhouse to keep contests in members' minds.

#### <u>Librarian</u>

Accountable to the Treasurer for the custody of the Region's library of books, magazines, videos and DVDs. The duties include:

- making sure all requests for books etc are met with a speedy reply and, if it is available, prompt despatch;
- ensuring that all books etc are sent and recovered in good order;
- keeping records of the whereabouts of all books, etc;
- providing a list of books, etc. for inclusion in the Directory;
- buying new books in line with any budget set in consultation with the Treasurer and under guidelines laid down from time to time by the Library Sub-Committee;

- ensuring the entire contents of the Library are kept in good and secure order;
- arranging the necessary insurance cover for the contents of the Library.

The Librarian is an automatic member of a continuing Sub-Committee responsible for the decisions as to which books etc are purchased each year. This subcommittee shall be chaired by the Treasurer who may co-opt other members to join the sub-committee, at least one member of which should be the Member Aid officer and/or a volunteer from the membership.

#### Marketing Coordinator

Accountable to the Board of Directors (via Vice President) for the Region's marketing including:

- reviewing the efficacy of advertising from time to time and making recommendations to the British Region BOD through the Vice President;
- developing and maintaining a budget for annual expenditure on publicity as approved each year by the British Region BOD;
- examine, develop and maintain the overall image of the British Region to ensure it reflects the aims and aspirations of the members as set out by the Board of Directors;
- liaising with the Vice President on ideas for improving the public image of the NMRA British Region;
- liaising with the Webmaster for the placing of publicity material on any NMRA British Region website;
- Liaising with the Registrar on all new memberships taken out through the Publicity Officer at events;
- liaising with publishers such as Peco re Continental Modeller regarding advertisement material and copy;
- establishing and maintaining a relationship with all sections of the media including press, television and radio;
- briefing and training officers or such persons as the Board of Directors shall require to be able to deal with press, television, etc.;
- developing and maintaining the visual content of all sets of display boards;
- managing and co-ordinating bookings requiring the display stands at exhibitions and meets where it is desirable to publicise the benefits of NMRA membership;
- arranging the transportation of the display boards to distant locations, as required;
- arranging attendance of NMRA members to assist on the stand;
- maintaining a stock of membership forms and past editions of Roundhouse and Scale Rails to give to prospective members, liaising with the Registrar to obtain these;
- liaising with the Meets Officer to achieve optimum publicity for such events;
- assisting further the aims of the NMRA in any way possible.

#### Meets Officer

Accountable to the President for overseeing Region meets including:

- communicating with the Registrar, Webmaster, Roundhouse Editor, Publicity Officer and Vice President to ensure that the meets are given adequate publicity;
- ensuring that organised meets are not organised on conflicting dates;
- ensuring that the Region has meets booked for at least one year ahead and that meets organisers are aware of their duties and responsibilities;
- advising organisers on meet dates and times, arranging any necessary publicity and information;
- advising and agreeing the format and timing of any other Regionsponsored meets including "themed meets" and any annual exhibition outside the scope of the Convention.

#### Member Aid

Accountable to the President for the provision of assistance to any member inquiring on railroad prototype or modelling issues.

#### Non-Rail Chair

Accountable to the President for the organisation of all non-rail events throughout the year but mainly at the Convention. He/she will work along side the Convention Team. In the absence of any volunteer, the role may be limited to the non-rail events at the Convention and to that end it would fall to the Convention Team in any year to appoint their own Non Rail Chair.

#### <u>Registrar</u>

Accountable to the Membership Director for:

- provision of information to prospective members;
- enrolling new members including the provision of membership packs and other introductory material;
- paying into bank the monies received from new members;
- advising the Renewals Officer of the details of new members and the amount of money received;
- advising the Editor of details of new members and changes of address;
- liaising with the Publicity Officer on member recruitment issues;
- provision of information as to the source of new members to guide the targeting of advertising.

#### **Renewals Officer**

Accountable to the Membership Director for membership issues including:

- issuing of renewal reminders for membership renewals;
- collecting and recording of membership renewals;
- paying into bank the monies received from renewing members;
- advising the NMRA of new and renewing members and the services subscribed to;
- producing and issuing of membership cards;
- providing the membership list for inclusion in the Directory;
- providing membership statistics to the BOD;
- advising the printer of Roundhouse of the required numbers;
- providing address labels to the printer of Roundhouse;
- raising membership queries with the NMRA.

#### Roundhouse Editor

Accountable to the President for the production of the bi-monthly Region newsletter Roundhouse. The duties include, but are not limited to:

- soliciting of articles and photographs for publication;
- preparation of a leader comment;
- ensuring that Roundhouse contains a balanced view on issues;
- moderating views expressed to avoid any libel issues;
- attempting to procure a wide variety of material so as to be of wide interest;
- liaising with authors and the President for the production of articles by each deadline;
- announcing the bi-monthly deadlines;
- liaising, directly or through a designer, with the printers with final copy in agreed format.

#### Supplies Officer

Accountable to the Treasurer for maintaining a stock of NMRA and Region artefacts i.e. badges, polo shirts, NMRA gauges etc. and selling these to members: Duties include:

- liaising with the Treasurer on levels of stock to be held and prices to be charged;
- ensuring that the stock is available at Region meets;
- publicising to members the stock available; and
- agreeing any budgets and petty cash to be held.

#### Web Discussion Group Moderator

Accountable to the President for monitoring the Web Discussion Group including:

- liaising with the Renewals Officer to ensure that access is restricted to members;
- ensuring that new members agree to the Group's Rules before being given access;
- monitoring the postings to ensure that material posted is appropriate;
- issuing warnings to transgressors and excluding those who have continued to post inappropriate material; and
- liaising with the site provider as required.

#### <u>Webmaster</u>

Accountable to the Vice President for the provision and maintenance of the Region Website including:

- keeping the Region's web site up to date and current;
- ensuring the security of the site and the data;
- provision of a confidential BOD area;
- posting minutes and notices provided by the Secretary;
- posting publicity material provided by other members of the BOD and appointed officers;
- liaising with the Renewals Officer to ensure that access is restricted to members;
- providing passwords to eligible members for access to the Member's Area.

# **Region Policies**

The Region BOD has established a number of protocols or policy documents which govern the manner in which the BOD and members shall conduct themselves in certain key aspects. They cover;

- Policy 1 Grants available to qualifying NMRA British Region groups [see Appendix 1];
- Policy 2 Insurance for Meets and Conventions [see Appendix 2];
- Policy 3 Financial support and loan arrangements for Meets, Conventions and other Activities [see Appendix 3]; and
- Policy 4 What constitutes a recognised NMRA British Region group [see Appendix 4].

These policies are maintained on the Region website and are the responsibility of the sponsoring BOD member.

It is essential that members are always able to access the final published version of policy documents, particularly the one on Grants to enable timely and accurate applications for funding etc to be made.

# **Guides for Conventions and Meets**

#### **Conventions**

This is an area you need to be aware of but will not necessarily need to understand the precise details of the workings. It is important that all BOD members do have an appreciation of how Conventions are organised and the underlying financial principles as being an official you may be asked questions by members. Attached at Appendix 5 is the present Convention Organiser's Guide, originally written by Rai Fenton and updated from time to time by other members.

This is the Region's premier event and every effort shall be made by the BOD to attend on at least one day, and to always encourage attendance to all members. Its financial commitments can be significant and as a consequence a Policy Document has been drawn up to deal with the financial support that is available from Region funds to assist its liquidity.

#### <u>Meets</u>

Meets have been evolving over recent years, with a combination of two regular Region Meets and additional Meets in the form of themed Meets such as those on certain railroads or aspects of the hobby. Generally Region Meets are held in the Winter and Spring.

Meets are to be agreed in advance with the Meets Officer. It is strongly advised that any meets should not be held in the period of four weeks prior to the Region's Annual Convention for fear that it will have an adverse effect on attendance and thus the financial outturn thereof.

[A Meet Organiser's Guide produced by the Meets Officer is attached at Appendix 6.]

# THOUSAND LAKES REGION ADMINISTRATIVE MANUAL

# Thousand Lakes Region National Model Railroad Association

Revised 5/7/2006

#### Preface

The purpose of this document is to aid the officers, chairmen, and committee member of the Thousand Lakes Region in performing their function.

Any references made to the male gender shall be deemed to be references to the male and female gender.

Suggestions

All Thousand Lakes Region members are encouraged to initiate changes, additions, and deletions. Please contact the Handbook Chairman or the Secretary by telephone or in writing.

#### Abbreviations and Definitions

Reference	Explanation
Xref	Cross-reference
GM mmddyy May 16, 1980)	General Meeting (GM 800516 refers to minutes of general meeting held
BOD mmddyy 24, 1981)	Board of Directors meeting (BOD 810124 refers to minutes of BOD meeting held January
Handbook	This term is used throughout as a short form for Administrative Manual.

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Revised 5/7/2006

#### ARTICLES OF INCORPORATION OF THOUSAND LAKES REGION of N.M.R.A., INC.

We, the undersigned, for the purpose of forming a corporation under and pursuant to the provisions of Chapter 317 of the Statutes of the State of Minnesota, as amended, known as the Minnesota Non-Profit Corporation Act, do hereby associate ourselves together as a body corporate and adopt the following Articles of Incorporation:

#### ARTICLE I.

The name of this corporation shall be Thousand Lakes Region of N.M.R.A., INC.

#### ARTICLE II.

The purpose of this corporation shall be to engage in educational, recreational and social activities in connection with, and in furtherance of, the hobby of model railroading, to promote greater fellowship among persons interested in model railroading, and to support the activities of the National Model Railroad Association.

#### ARTICLE III.

The corporation shall not afford pecuniary gain, incidentally or otherwise, to its members.

#### ARTICLE IV.

The period of duration of corporate existence of this corporation shall be perpetual.

#### ARTICLE V.

The location of the registered office of this corporation shall be St. Paul, Minnesota.

#### ARTICLE VI.

The name and address of each incorporator of this corporation is:NamePost Office AddressGeorge K. Isaacs682 West Sextant, Roseville, MinnesotaNorman F. Podas, Jr.911 Redwood Lane, New Brighton, MinnesotaEarl H. Rymerson1028 Barrett Street, St. Paul, Minnesota

#### ARTICLE VII.

The management of the corporation shall be vested in a Board of Directors consisting of seven (7) persons, the qualifications and method of selection to be determined by the By-Laws.

#### ARTICLE VIII.

The number of directors constituting the first Board of Directors of this corporation shall be seven (7), and the tenure in office shall be for one (1) or two (2) years or until successors are elected and qualified, all in accordance with the By-Laws of the corporation. The name and address of each such first director is:

Name	Post Office Address	Term
Harry Downs	1505 W. Palmer Ave., Sioux City, IA.	1969
Kenneth D. Stroup	2612 W.40th St., Minneapolis, Minn.	1969
Robert J. Dew	510 11th Street So., Moorhead, Minn.	1969
Allan Kobul	122 4th Street No., Moorhead, Minn.	1970
Earl H. Rymerson	1028 Barren St., St. Paul, Minn.	1970
Alfred C. Goodall	53 Peterboro Bay E., St. Boniface, Man	. 1970
John Pennington	15 Mercury Bay, Winnipeg, Manitoba	1969
	Revised 4/17/02	

#### ARTICLES OF INCORPORATION OF THOUSAND LAKES REGION of N.M.R.A., INC. (cont.)

#### ARTICLE IX.

The officers of the corporation shall be selected by the directors from among their number and shall consist of the following: a president, one or more vice-presidents, a secretary, a treasurer, and such other officers as the Board of Directors or By-Laws may provide.

#### ARTICLE X.

The members of the corporation shall not be personally liable for corporate debts and obligations.

#### ARTICLE XI.

The corporation shall have no capital stock.

#### ARTICLE XII.

Any person may become a member of the Thousand Lakes Region of N.M.R.A., Inc. subject to the qualifications provided in the By-Laws.

#### ARTICLE XIII.

The annual meeting of the voting membership for the election of Directors and any other business shall be held during the spring quarter of each calendar year at such time and place as the Board of Directors may determine upon at least ten (10) days' notice to all voting members.

In testimony whereof, we have hereunto subscribed our names this 25th day of January A.D 1969.

Witnesses

Florence Isaacs Byron D. Olson Alice M. Olson George K. Isaacs Norman Podas Jr. Earl H. Rymerson

# By-Laws Thousand Lakes Region of the NMRA

#### Purpose

To promote greater fellowship among Model Railroaders, to advance the hobby of model railroading wherever possible and to do all things necessary for or incidental to the aforementioned purpose the following By-laws are hereby authorized and adopted.

- 1. Membership and Dues
  - a. Any member of the National Model Railroad Association, Inc. shall be a member of the Thousand Lakes Region, Inc (TLR).
  - b. Subscription to the TLR newsletter is voluntary and available to all TLR members upon application to the Treasurer and payment of the current subscription rate.
  - c. (FORMER) The membership year shall be from 1 June to 31 May of the following year, except that new members applying for membership on or after 1 January shall be given a membership to 31 May of the following year.
  - c. (CHANGED 06/08) Effective June, 2008, each member's Fusee subscription year shall no longer be from 1 June to 31 May of the following year, but instead shall depend on the exact date that member subscribes or renews, either via his/her master NMRA membership or independently. A "subscription year" shall consist of four quarterly issues of the newsletter.
- 2. Annual Convention
  - a. Annual regional conventions or rallies may be held throughout the year as may be decided from time to time by the Board of Directors.
  - b. A General Business meeting shall be held in conjunction with the Annual Convention.
  - c. The entire cost of the Annual Convention shall be borne by the individuals attending; except that no assessment shall be made against a member attending only the General Business Meeting.
  - d. The Annual Convention registration fee may include an allowance for operating costs of the Region not covered by Region dues as may be determined by the Board of Directors.
  - e. Additional charges may also be levied for non-members of the Region as may be determined by the Board of Directors, except that a member's immediate family accompanying the member shall not be considered to be a non-member.
  - f. Attendance at the Annual Convention shall be open to anyone paying the applicable registration fee, however, non-members shall not be admitted to the General Business Meeting nor be permitted to participate in any contest.

#### 3. Officers

- a. The Officers of the Region shall consist of a Board of Directors composed of seven members chosen from the regular membership residing within the boundaries of the Region, elected at the General Business Meeting. As the boundaries of the Region pass through urban area, the whole urban area may be considered within the boundaries in so far as this restriction is concerned.
- b. The Board of Directors shall take office immediately following the meeting at which it was elected and shall select from its number a President, a Vice- President, a Secretary, a Treasurer, a Convention Director, a Contest Director, and a Public Relations Director.
- c. Each year four directors shall be elected, three to serve two years and the other to serve one year, as determined by their respective plurality of votes.
- d. Members of the Board of Directors may not serve more than five consecutive years.

e. In the event of a vacancy in the Board of Directors by reason of a change in residence to outside the boundaries of the Region, resignation, incapacitation, or death of the incumbent; the Board of Directors shall name a successor who shall hold office for the balance of the term.

# Revised 10/1/2005 By-Laws Thousand Lakes Region of the NMRA (Cont.)

#### 4. Voting

Each member present at a business meeting shall be entitled to one vote. In the event of a tie, the incumbent Board of Directors shall determine the winner by majority vote.

#### 5. Duties of Directors

The general management of the affairs of the Region shall be vested in the Board of Directors; however, the various officers shall be responsible for specific duties as follows:

- a. President The President shall:
  - 1) Preside at all meetings of the Region and of the Board of Directors
  - 2) Be an ex-officio member of all committees
  - 3) Perform such other duties as, by custom, devolve upon a President or are conferred upon him by the Region or the Board of Directors
- b. Vice-President The Vice-President shall be:
  - 1) The aid and assistant to the President and shall assume the duties of the President in his absence or at his request
  - 2) The Chairman of the Advisory Council.
- c. Secretary The Secretary shall:
  - 1) Be responsible for the administrative functions of the Region
  - 2) Keep minutes of all Region meetings
  - 3) Provide an agenda for all meetings
  - 4) Notify members of meetings
  - 5) Have charge of all correspondence
  - 6) Be responsible for the maintenance and publication of the Administrative Manual
  - 7) Be responsible for Region archives
- d. Treasurer The Treasurer shall:
  - 1) Have charge of the Region finances.
  - 2) Keep accurate records reflecting monies received, monies disbursed and balance on hand.
  - 3) Collect all Region dues and revenues from any Region sponsored activity.
  - 4) Ensure that the books are ready and available for audit.
  - 5) Provide a report and financial statement at the General Business Meeting.
- e. Convention Director The Convention Director shall:
  - 1) Be the representative of the President in working with the Convention Chairpersons.

- 2) Establish a convention schedule to ensure rotation throughout the Region.
- f. Contest Director The Contest Director shall:
  - 1) Direct all Region contests in co-operation with the Convention Chairpersons and their committees

Revised 10/1/2005

# By-Laws Thousand Lakes Region of the NMRA (cont.)

- g. Public Relations Director The Public Relations Director shall:
  - 1) Welcome new members.
  - 2) Induce former members to restore themselves to good standing.
  - 3) Secure as much good publicity for the Region as possible.
  - 4) Have executive responsibility for the publication of The Fusee.
- 6. Advisory Council
  - a. Its purpose is to provide the Divisions with a voice in the affairs of the Region and to facilitate communication between the Region and the Divisions.
  - b. Divisional Superintendents present at any TLR board meeting shall have voting rights at that meeting.
- 7. Divisional Organization
  - a. Initially there shall be not less than three (3) nor more than five (5) Division Superintendents appointed by the Board of Directors to organize and implement divisions within their respective geographic areas.
  - b. The President on the recommendation of the Vice-President shall appoint the first superintendent of a new division.
  - c. A division shall elect or appoint its own officers at an initial organizational meeting. The superintendent of a division must be a member of the TLR and the NMRA..
  - d. No act of the division or requirement of its by-laws shall conflict with the Constitution, By-laws, or other regulations of the Thousand Lakes Region or the National Model Railroad Association.
- 8. Standing Committees

The Board of Directors may appoint such Standing Committees as they deem necessary.

9. Priority

No act of the Region or requirement of these By-laws shall conflict with the Constitution, By-laws or other regulations of the N.M.R.A.

#### 10. Reserve Fund

- a. There shall be a Reserve Fund to provide long-term financial stability for the Region.
- b. The Board of Directors may appropriate monies to this fund at any time.
- c. The Reserve Fund monies shall be invested in liquid, interest bearing deposits at the discretion of the Board of Directors.
- d. The Reserve Fund shall be kept separate from the general fund.
- e. Interest received is available to the general fund.
- f. To expend capital from the Reserve Fund shall require a two-thirds (2/3)-majority vote of the members voting at any General Business Meeting, or at any special meeting called for this purpose.
- g. Notice of Intent to expend capital must be published and distributed to all members prior to a vote taking place and the amount and purpose of the expenditure is to be stated.

- h. The fund capital shall be the total of the appropriations as set out in (b) less expenditures made as set out in (f).
- i. Reserve Fund annual reports shall include balance of deposits, reserve capital, and interest available to the general fund.

#### Revised 10/1/2005 By-Laws Thousand Lakes Region of the NMRA Cont.

11. Amendments

- a. Notice of Motion to amend the By-laws must be published and distributed to all members prior to a vote taking place, and said notice to contain the paragraph number(s), heading(s) and statement(s) of the wording of the proposed amendment(s).
- b. A two-thirds (2/3)-majority vote of the members voting at any General Business meeting, or at any special meeting called for this purpose, shall be required to amend these By-laws.

#### 12. Mid-year Meeting (added 6/08)

The Thousand Lakes Region Board of Directors shall have a mid-year meeting to be held on the third Saturday in October. The location will be decided upon by the Board.

Revised 4/17/02

# 3.0 Corporate Status

The Thousand Lakes Region is legally incorporated in the State of Minnesota.

Correspondence from the State of Minnesota indicates that there are no filing requirements for Minnesota non-profit corporations and that our corporate status is current (BOD 821113 item 24). (Also see BOD 821113 item 2).

The Articles of Incorporation are shown verbatim in the next section. Incorporation is currently under review due to new non-profit regulations.

# 4.0 Deleted

# 5.0 TLR President

As chief executive officer, the President is responsible to the membership and the Board of Directors for the effective administration of Region affairs, and exercises authority over all other officers and staff members.

The duties and responsibilities of the President include the following items:

- 1. The President is responsible for the adherence of the region to NMRA policies.
- 2. Chairing all TLR business meetings and caucuses.
- 3. Calls mid-year meetings.
- 4. Appointing the first superintendent of a new division on the recommendation of the Vice-President.
- 5. Appointing committee chairpersons.
- 6. Appointing the Assistant Treasurer if requested.
- 7. The President shall appoint a nomination chairman for each business year. (Traditionally this is the immediate Past President who serves until there is a new past president).
- 8. The nomination chairman must have served a minimum of two years on the board.

Communication

- 1. The President shall furnish officers, directors, committee chairs, and division superintendents with information regarding national issues on a timely basis.
- 2. The President shall furnish officers, directors, committee chairs, and division superintendents with NMRA Staff Newsletter (SNL) via mail.

# 9. Awards

- a. President's Award
  - 1. The President's Award honors TLR members who contribute exceptional service to the Region.
  - 2. The award was instituted in 1971. (GM 710620 item 9)
  - 3. The President selects the recipient.
  - 4. The recipient's name is kept confidential until presentation.
  - 5. The award is presented at the annual banquet.
- b. R.J. (Bob) Dew Sr. Memorial Service Award
  - 1. This award acknowledges a minimum of five years of service (not necessarily consecutive) to the TLR. Service must include at least two years on the BOD or one year as Fusee Editor.
  - 2. Selected by an awards committee consisting of the Board of Directors.
  - 3. Nominations can be made by the membership.
  - 4. The award is presented at the annual convention if there is a qualified candidate.
  - 5. Traditionally selected by secret paper ballot of the BOD members present at the fall BOD meeting. Nominations are made verbally by participants and onlookers at that meeting.
  - 6. The President, who keeps the results confidential, counts the votes.
  - 7. The award is presented at the annual banquet.
- c. Old Goat Award
  - 1. This award acknowledges twenty years of subscription to the TLR. The twenty years need not be consecutive.
  - 2. Selected based on membership files.
  - 3. Presented at annual convention.
- d. International Order of the Bent Spike
  - 1. To acknowledge members who are guilty of unusual/humorous events in the TLR
  - 2. Selected by the previous recipient.
  - 3. Presented at annual convention by the prior recipient or his representative.

# 6.0 Vice-President

# 6.1 Duties

- 6.1.1 Takes on the functions of the President in the event of absence or incapacitation of the President.
- 6.1.2 Keeps in touch with the superintendents of all TLR Divisions. A written report must be provided to the Fusee once a year.
- 6.1.3 Chairs any caucus of the Advisory Council, consisting of the Vice-president and the Division Superintendents.

Revised 5/7/2006

# 7.0 Secretary

# 7.1 Duties

# 7.1.1 Notice of Meetings

It is the Secretary's duty to inform the appropriate persons of the particulars of upcoming meetings. However, in practice it has been customary in the past that someone organizes the fall meeting in the Fargo area. The Fusee also publishes particulars of upcoming business meetings.

# 7.1.2 Prepare Agendas

- 1. Officers should supply a list of items for consideration at the next meeting to the Secretary to arrive not later than 45 days before the meeting.
- 2. The Secretary will formulate an agenda for the meeting.
- 3. The Secretary will mail out copies of the agenda to participants to arrive no later than thirty days prior to the meeting.

# 7.1.3 Minutes

# 7.1.3.1 Format

A perusal of past minutes shows that a large variety of formats have been used for the minutes of meetings. Often the format gradually changed from one year to the next under the same Secretary. Try to provide headings. They will ease the process of finding an item later.

# 7.1.3.2 Contents

In theory minutes should record what got DONE at a meeting not what was SAID. Thus only the motions would be recorded, and whether they were carried or not. However it has been the practice in the TLR to elaborate somewhat more.

# 7.1.3.3 Distribution

The original should be filed in the minute book. Minutes of general and board meeting are filed together in date order. Copies of minutes should be distributed according the following distribution list:

# 1. President

- 2. Vice-President
- 3. Secretary
- 4. Treasurer
- 5. Contest Director
- 6. Convention Director
- 7. Public Relations Director
- 8. Fusee Editor
- 9. Chairman, Achievement Program

Revised 5/7/2006

- 10. Chairman, Region Handbook
- 11. Division Superintendents

Additional copies may be provided to chairmen of past, current, or future conventions as warranted by items in the minutes.

#### 7.1.3.4 Publication

Minutes of the annual meeting must be published in the Fusee. This policy was confirmed at GM900610 with the modification that minutes should be published in small type.

#### 7.1.4 Stationery

The Secretary has the major supply of stationery.

# 8.0 Treasurer

# 8.1 Membership Dues

#### 8.1.1 Rates

Regular membership - 1 year \$10.00 Regular membership - 2 years \$20.00 Family Membership - first family member - 25% of regular membership rounded up to the nearest dollar. Family Membership - second and subsequent family member – not charged.

Memberships are available for a maximum of two years. Funds in both Canadian currency and US are accepted at face value. The BOD determines dues rates with approval by the general membership at an annual meeting

8.1.2 Advance Payment

Advance dues payment for a maximum of two years shall be allowed. Excess funds will be refunded.

#### 8.1.3 Family Memberships

1. Any person who is a member of the immediate family of a regular member of the Thousand Lakes Region, Inc., and resides at the same address as that member, may become a Family Member of the TLR upon payment of the applicable dues.

- 2. Family memberships become void whenever the family member ceases to reside all the address of the member, or when the associated regular membership expires Family memberships may be upgraded to regular membership at any time by paying the appropriate additional dues.
- 3. Each family member is entitled to receive a membership card; to enter TLR sponsored contests, and other benefits as determined by the BOD.
- 4. Family members do not have voting rights.
- 5. Family members are not entitled to receive a separate issue of the Fusee.
- 6. The term of a family membership may not exceed that of the associated regular member.
- Dues for the first family member shall be 25% of the regular membership dues amount, rounded up to the nearest dollar. Dues for the second and subsequent family member will be nil. Family membership guidelines were established BOD920517 and GM920517

#### 8.1.4 New Members

Membership dues from new members received after the beginning of each calendar year are applied to the membership year starting in June of that year.

#### 8.2 Membership Cards

Choice of style, numbering, colors; etc. is at the discretion of the Treasurer.

#### 8.3 Delinquent Memberships

Will become inactive, a list will be maintained.

#### 8.3.1 A True Story...

In July of 1979, 94 members had not renewed. Upon receiving a letter from Nick Andrusiak 51 of those 94 members renewed. The remaining 43 persons then were mailed a special offer of two years for \$5.00. (Dues were \$3.00 per year then). Ten more renewals came in. This anecdote illustrates the need for an aggressive attitude in the treatment of delinquent memberships.

#### 8.3.2 Policy

A expiration date for each member is printed on the label of each Fusee. No complementary issues are sent to delinquent members. A notice letter should be sent.

# 8.3.3 Current Practice

In recent years membership drives are being done by the Public Relations Director to reduce the workload of the Treasurer. The following outlines the procedure:

- 1. The Treasurer prepares a list of delinquents for the PRD.
- 2. Public Relations Director produces reminder letters and mails them out.
- 3. Treasurer records renewals as they come in.

8.4 Club Memberships

Membership applications from clubs will be accepted.

8.5 Financial Statements

The Treasurer prepares a financial statement(s) for each BOD meeting.

#### 8.5.1 Format

The report should show cash receipts and disbursements from the date of the previous statement to the end of the month preceding the meeting.

8.5.2 Distribution

- Original Treasurer
- Copies
- 1. President
- 2. Vice-President
- 3. Secretary (who attaches to minutes)
- 4. Contest Director
- 5. Convention Director
- 6. Public Relations Director
- 7. Fusee Editor
- 8. Division Superintendents
- 9. Assistant Treasurer

# 8.53 Publication in Fusee

The financial report should be published in the Fusee.

# 8.6 Supervision of Assistant Treasurer

The Treasurer supervises and is responsible for the Assistant Treasurer.

8.7 Administration of Reserve Fund

The Treasurer administers the Reserve Fund. See Bylaws for more information.

# 8.8 Internal Revenue Service

- 1. The TLR does not have to file a report unless income exceeds \$25,000.
- 2. The TLR's Manitoba subsidiary corporation must file a corporate tax return in Canada
- 3. If prepared properly the TLR should not be taxable in Canada. (Stafford Swain) For paying for the cost of filing, the TLR reimburses Stafford Swain with an annual membership.

8.8.1 Desk Top Publishing Equipment

The TLR has owned a variety of computer hardware and software used for publishing the Fusee over time these have become obsolete and discarded.

# 9.0 Contest Director

# Duties

- 1. The Contest Director shall direct all regional contests in cooperation with convention chairmen and their committees.
- 2. The Contest Director shall maintain adequate supplies of forms and certificates and supply them to Convention contest chairmen as required.
- 3. The Contest Director shall maintain supplies of trophies and/or plaques as required for regional contests.
- 4. Plaques are purchased on a year to year basis. This was agreed to be preferable to purchasing a multi year supply The Contest Director shall maintain records of all regional contests including entrant's list and winners list.
- 5. A written report must be provided to the Fusee once a year.
- 6. The Contest Director shall maintain a master copy of the TLR Contest Rules. He shall have copies available for distribution to the membership.
- 7. Contest rules were adopted in April 1984 and in general practice conform to NMRA practices where practical.
- 8. First place plaques are paid for by TLR out of the convention budget. The Contest Director shall appraise the BOD of changes in the contests.

# 9.2 Contests

9.2.1 Model Contest

9.2.1.1 Kit Contest instituted in 1975.

# 9.2.2 Photo Contest

# 9.3 Contest Rules

The contest rules themselves are beyond the scope of this document and are published separately.

# 9.4 Contest Awards

- 1. Model: Awards for the model contest are: first, second, third and honorable mention in each category.
- 2. Photo: Awards for the photo contest are: first, second, third and honorable mention in each category.
- 3. Best of Show
- 4. Best Kit built Model
- 5. Youth

# **10.0 Public Relations Director**

# 10.1 General

The Public Relations Director shall be responsible for all matters regarding public contact (i.e.: goodwill) regarding the TLR and all persons or groups interested in model railroading, these duties shall not conflict with any delegated to other TLR officials.

# 10.12 Duties

- 1. The Public Relations Director shall welcome new members, induce former members to restore themselves to good standing, and secure as much good publicity for the Region as possible.
- 2. The Public Relations Director is the Region contact for any NMRA program to re-enroll former members. He shall seek support from Region officers and members for this purpose.
- 3. The Public Relations Director shall have an adequate supply of NMRA and Region publications on hand, so that interested individuals; groups, etc. may receive needed model railroad information, after requesting it.
- 4. The Public Relations Director prepares and maintains the letter and TLR material distributed by the NMRA.
- 5. The Public Relations Director shall report to the NMRA Bulletin Editor regarding TLR activities when appropriate.
- 6. The Public Relations Director shall collect and maintain statistical and demographic information on TLR and NMRA membership.
- 7. A written report must be provided to the Fusee once a year.
- 8. The Public Relations Director handles requests for promotional material and its distribution.

# **11.0 Convention Director**

# 11.1 Duties

- 1. The Convention Director shall be a representative of the President in working with convention chairmen.
- 2. The Convention Director should determine feasible sites for future conventions and approach appropriate persons to bid for conventions.
- 3. The Convention Director should be in contact with all active convention chairmen, to ensure that planned conventions are financially sound and all aspects are properly planned and executed.
- 4. . The Convention Director should maintain a list of clinicians willing to present clinics at annual conventions
- 5. The Convention Director should report to the BOD on convention business including financial reports.
- 6. The Convention Director shall ensure fair rotation of conventions throughout the Region.
- 7. A written report must be provided to the Fusee once a year.

# 12.0 Chairman, Annual Convention

A written report must be provided to the Fusee once a year.

# 12.1 Bids

Convention bids must be presented to the BOD for approval.

# 12.2 Dates

- 1. Convention dates should be between April 1 and June 15.
- 2. Traditionally US conventions have been held on the Canadian long weekend in May and Canadian convention on the US Memorial long weekend in May.

# 12.3 Joint Conventions

- 1. A joint convention is a convention, which is organized by two or more regions and attended jointly by their members.
- 2. Profits and losses should be negotiated between regions before the convention. In the past profits and losses have generally have been shared on the basis of per capita attendance from each region.
- 3. The accounting for the convenation should be separate from either organization and upon paying of all the bills, then and only then should convention funds be released to all organizations involved.

# 12.4 Membership Requirement

Registrants are required to be TLR members or a member of the co-sponsoring organization.

# 12.5 Past Convention Statistics

This will eventually be in tabular form. Keep invisible until complete.

# 12.6 Pre-Convention Report

A written report should be submitted to the BOD through the Convention Director before the Fall BOD meeting. See Bids. Additional reports should be submitted to the Convention Director every two months. These additional reports should outline the progress since the last report, future work and a timetable for future work.

12.7 Publicity

# 12.7.1 Magazines

- 1. Most hobby magazines will publish convention notices without charge. However, they all have a long lead-time and they may require a specific format for submitting the information. Read the appropriate column in EACH magazine for the information required. It is helpful to use the magazine's submission format.
- 2. Failure to get the notice in on time or in the proper format will cancel the effort.
- 3. Do NOT forget to submit the information early

#### 12.7.2 Fusee

The Fusee requires a convention article for publication in the issue prior to the convention.

Included should be:

- 1. Article describing convention activities
- 2. Timetable
- 3. Photos
- 4. Registration Form (camera ready)
- 5. Hotel Reservation Form (camera ready)
- 6. Convention and Hotel Rates

#### 12.7.3 Region Mailing

A brochure should be prepared for mailing to the entire region membership. Mailing should be coordinated with the Public Relations Director. Cost is paid by convention.

The Fusee mailing permit can be utilized if the proper format is adhered to. See the Fusee Editor.

#### 12.7.4 Posters

Posters in local hobby shops will reach modelers that do not belong to NMRA. You may also want to arrange for posters in hobby shops in surrounding towns.

Posters should include the following

- 1. Activities
- 2. Registration Rates
- 3. Registration deadline
- 4. Date and times
- 5. Location
- 6. Address and Telephone Number for more information
- 7. An indication that membership in the TLR and/or NMRA is not required
- 8. Show TLR and NMRA sponsorship

#### 12.8 Budget

- 1. The host committee should budget for a net profit.
- 2. An advance is available from the region treasurer.

#### 12.9 Activities

Convention activities have followed a format shown below. These are not engraved in stone; each convention committee should plan activities that fit the location and available facilities for that year. See specific topics for further information.

Friday evening

- 1. Wine and cheese party
- 2. Layout tours
- 3. Movies and slides

# Saturday daytime

- 1. Prototype tours
- 2. Layout tours
- 3. Live clinics
- 4. NMRA tape slide clinics
- 5. Contests
- 6. Non-rail activities

# Saturday evening

- 1. Happy hour
- 2. Banquet
- 3. Auction
- 4. Layout tours or Movies and slides

# Sunday morning

- 1. General business meeting
- 2. Layout tours
- 3. Layout open houses
- 4. Movies and slides

# Sunday afternoon

1. Layout tours

12.10 Non-Rail Program

# 12.10.1 Policy

All activities at TLR conventions shall be designated as being railroad or non-railroad functions. This policy is in no way intended to preclude the use of any other additional term by a group of individuals or members.

# 12.10.2 A Word of Warning

In the past the number of registrants for non-rail functions has varied dramatically. If financial commitments are to be made for these programs, promote them well and check pre-registration for program support.

# 12.11 Housing

- 1. Be sure to book a block of rooms. If the hotel says "We are not busy during that time of year and there is no need to block rooms", don't believe them. Insist on a block of rooms. We have been burned more than once.
- 2. Try to negotiate special room rates. Obtain written confirmation of the number of rooms reserved and the price to be charged.
- 3. Try to have the hotel provide you with reservation cards for inclusion in the Fusee. Obtain the number of copies of the Fusee to be mailed from the Editor. 99% of the attendees will arrive Friday night and depart Sunday.
- 4. If budget accommodation is available in the vicinity provide the appropriate information in the Fusee.
- 5. An attempt to find low-cost or no cost housing for youths may be made.

# 12.12 Transportation

Buses are generally not required.

#### 12.13 Banquet

Get your banquet price, tax, and service charge (tip) confirmed in writing. Don't go for off beat dishes. Smorgasbords seem to be most popular.

#### 12.14 Food

Most past conventions have included no meals in the package (except the banquet of course. Other TLR conventions have included up to four meals in the package. It's up to you. But make sure your price doesn't go sky high due to meal functions. You might want to include an organized meal on a pay as you go basis. This was done in Winnipeg in 1978 for example. Registrants indicated on Friday night whether they wanted to attend the Saturday luncheon and if so what menu item they wanted. Hotel coffee is usually expensive and thus you probably don't want to provide coffee breaks.

# 12.15 Alcoholic Beverages

- 1. Wine is served at the Friday evening social and an open bar is often available before the banquet. Some caution must be observed in making commitments for these.
- 2. If you find that not enough liquor to meet the bar guarantee has been sold during a happy hour and/or wine & cheese then give away free wine at the banquet to make up the required amount.
- 3. The hotel will insist that wine be purchased from them even if it is self serve from bottles or carafes. Get a written commitment from the hotel on the total price per bottle or carafe (including taxes and service charge). By limiting the glasses of wine (usually 4 oz.) per person you can control your costs and registration fees. An appropriate cost can be charged for additional glasses desired by registrants.
- 4. An open bar, such as before the banquet, presents different problems. Many hotels will require a minimum guarantee before setting up a special bar. If we fail to purchase sufficient drinks to meet the minimum, the difference will have to be paid by the convention.

- 5. Be careful, TLR members are not heavy drinkers. Try to minimize or avoid guarantees because you have to make up the difference. Some hotels have also required guarantees on the wine served.
- 6. Bargain with the hotel before a commitment is made to have the convention there. Try to negotiate the convention as a total package including rooms, banquet, meeting rooms and bar. In the end you may have to consider using the public bar in the hotel or switching to a different hotel. Committees have been burned badly on alcohol charges. Be careful.

#### 12.16 Hospitality Room

Some conventioneers (rail and non-rail) appreciate a separate room where they can relax, sit, chat, and sip coffee. Static displays and manufacturer tables can also occupy a hospitality room. Such a room should be close to other activities and must not cost too much. Remember you are trying to keep the registration fees low to encourage greater attendance.

#### 12.17 Registration

#### 12.17.1 Name Tags

- 1. Free supplies of name badges are sometimes available from a local chamber of commerce or convention bureau.
- 2. Name tags for pre-registrants should be prepared in advance. A felt tipped marker pens is probably the easiest. The badge should include name and hometown. Badges for pre-registrants should be prepared ahead of time.

# 12.17.2 Registration Table

Registrants need a convenient registration table. Be sure to have sufficient help for the peaks of activity on Friday evening and Saturday morning. Local maps and information on other attractions can be helpful. Be prepared to answer visitor questions of all types and to give directions on how to get there.

#### 12.18 Tours and Fan Trips

Modelers and railfans are interested in a variety of rail facilities, rail related industries and museums. If you and your committee members would enjoy touring them so will others. Allow sufficient time for looking, photographing and questions.

#### 12.18.1 Transportation

Most TLR conventions have not used buses for tours. People usually take their own cars. Be sure to provide clear maps. Forming a caravan leaving a designated place and time can be helpful. That also helps the tour site by having everyone arrive at the same time and park in the appropriate place. Some railroads, seeking to prevent parking problems, are accepting tours only if buses are used.

# 12.18.2 Insurance

Insurance in the amount of 1,000,000.00 is required when the public is present. This policy is available through the NMRA Headquarters apply early and there is a fee.

12.18.3 Releases

12.19 Layout tours

Don't feel the need to have a completed or award winning layout to have it on a tour. There is something to be learned from every layout. Scheduling a layout on a tour spurs the owner to work on it and get it ready. That may be just what you need to get going again.

# 12.19.1 Transportation

Most modelers like the flexibility of self-guided tours. They like to stay as long as they want and to leave when ready. Caravan tours are not needed, usually. Remember that you know your way around town and to the layouts, conventioneers don't even know the primary streets. Plan maps and directions accordingly. Distinctive signs placed prominently in the yard of each layout house can be most helpful in spotting the right place.

#### 12.20 Clinics

#### 12.20.1 Sources

How to, railroad history, and layout tour clinics are among the interesting types. Modeler; within the TLR, manufacturers, and current or former railroad employees are some other sources. Contact the TLR Convention Director if you have difficulty in digging up clinics

# 12.20.1.1 NMRA Tape-Slide Clinics and Movies

Tape-slide clinics, movies and slide clinics are suggested as backup for live clinics and other activities. See the NMRA Directory for information. Remember there is a long lead-time for ordering. Most prototype railroads have movies available. Contact their public relations department and remember the lead-time. Many members have excellent slide programs. Be sure to have screens and projectors ready.

#### 12.21.0 Raffles

TLR has traditionally had a raffle to raise money for the Fusee. In years past this has keep our dues lower. In 1989 the raffle profits paid for one issue of the Fusee.

# 12.21.1 Raffle Prizes

Local hobby shops and hobby manufacturers may be willing to donate prizes. Ask them there is of manufactureres that have contributed in the past. Be sure to thank all your contributors. If done early you will not need to supplement the donations with some purchases. Try to obtain a discount for the raffle merchandise.

#### 12.21.2 Raffle Tickets

Be sure that you have a supply of two part tickets. Three rolls should do.

Revised 6/20/1971

12.21.3 Selling Raffle Tickets

Tradition has been that Bill Taylor, Mike Penn and Bill McKean sell tickets, ask them first.

- 12.21.4 Raffle Drawing
  - 1. The draw is usually done following the banquet.
  - 2. It works well to give the winners their choice of prizes in the order the winning numbers is drawn.

#### 12.22 Banquet Program

The typical TLR Banquet program follows this format:

- 1. Introduction
- 2. Invocation
- 3. Meal
- 4. Welcome by the Convention Chairman
- 5. TLR President's comments, remembering to thank the convention committee.
- 6. If any NMRA National Officers are present they may want to have a few words
- 7. Contest Awards by Contest Chairman
  - a. Model Contest
  - b. Photo Contest
  - Thanking the judges may be in order
- 8. Achievement Program Awards by Achievement Program Chairman
- 9. President's Award
- 10. Raffle

#### 12.23 Auction

If an auction is planned it must be included in all pre-convention publicity and announcements. Arrange for auctioneers from the membership in advance. TLR traditionally receives 5% of the selling price of all items sold or \$.25 for each item bought back by the owner as a commission.

#### 12.24 Financial Report

- 1. A final financial report including attendance figures should be sent to the Treasurer within 90 days of convention. Copies should also be sent to the President and Convention Director.
- 2. Ask the Convention Director for a sample report if needed.
- 3. A sample will be included in the Appendix.

#### 72.25 Profit-Loss Policy

- Two options are available for the profits or losses. You must reach an agreement with the TLR BOD before the convention.
  - 1. Fifty-fifty split of any profits or losses between TLR and the host committee.
  - 2. TLR gets all profits and stands all losses.
- 4. Such profits and losses are independent of the Fusee Raffle, which may be negotiated.

Revised 6/20/1971

#### 12.26 Contests

Model and photo contests are held at each TLR convention.

#### 12.26.1 Facilities

- 1. A room is needed which has space for a registration table, several tables for models, and panels for photos. It should be well lit.
- 2. The room must have sufficient security so that models and photos can be left there overnight. The hotel can usually provide the tables. Tablecloths are preferred. Panels suitable for photo displays may be available from the hotel, schools or museums. Styrofoam sheets will do in a pinch.

#### 12.27 Judges

- 1. Model contest judges come from the TLR membership. One TLR member and two local people usually judge photo contests. The local judges can be photographers, art teachers, or other people talented in photography or art. Work with the TLR Contest Director to line up TLR judges.
- 2. News photographers may also help with local publicity

#### 12.28 Scoring and Awards

Hilt Friesen has developed a computer program for scoring contests and printing awards, Contact him early to arrange for use of the system. Award certificates are available from the TLR Contest Director.

#### 12.29 Questions

Refer all questions regarding the contests to the TLR Contest Director.

### 13.0 FUSEE Editor

A written report must be provided to the Fusee once a year.

13.1 Schedule

- Winter March 30
- Spring June 30
- Summer August 30
- Fall November 30

The BOD must approve schedule changes.

13.2 Advertising

13.2.1 Advertising Revenue

The Fusee Editor may utilize all advertising revenue.

13.2.2 Complimentary issues

- 1. Commercial advertisers get complimentary issues.
- 2. Division Superintendents (or their designated promotional person) receives five copies of the Fusee for promotional use. These copies are charged to the promotional budget.

13.3 Desk Top Publishing Equipment

Any equipment that the TLR had previously owned and was in the custodianship of various individuals has become outdated and since been replaced by personal computers of which the Region has no financial interest.

## 14.0 Assistant Treasurer

#### 14.1 Appointment

The President shall appoint the Assistant Treasurer who is the treasurer of the Canadian Account.

14.2 Duties

- 1. Is responsible to the Treasurer.
- 2. Prepares Canadian financial reports similar in format to those of the Treasurer.
- 3. Publishes Canadian financial report in Fusee.
- 4. Reports regularly to the Treasurer.
- 5. Maintain a bank account in Canada.
- 6. A four-person committee should monitor Canadian account.
- 7. Prepare a financial report for all board meetings.
- 8. Disburse funds in accordance with the By-laws requiring two signatures.
- 9. Serves as trustee for the Canadian Reserve Fund along with a committee of trustees.

## 15.0 Nominations Chairman

A written report must be provided to the Fusee once a year.

15.1 Nominations Procedure

- 1. The nomination chairman (immediate past president of the Region) shall obtain the names of persons, willing to run for election to the board.
- 2. The nomination chairman may refuse to nominate a person if in the opinion of the nominationschairman the person is not qualified to serve on the board

#### 15.2 Election Procedure

- 1. The nomination chairman shall take the chair during the election at the general meeting.
- 2. The nomination chairman shall nominate the slate of candidates in alphabetical order.
- 3. He then declares nominations open from the floor.
- 4. He may not refuse any nomination from the floor unless the candidate is not a member in good standing.
- 5. Upon discerning that no further nominations are forthcoming from the floor, he shall declare nominations closed.
- 6. The names of candidates shall then be posted or read out.
- 7. He announces the maximum number of candidates that may be voted on.
- 8. He announces that members should print the names of their selected candidates on the ballot.
- 9. He then distributes ballots to members in good standing.
- 10. The Nominations Chairman is entitled to cast a ballot in the election.
- 11. After completion of voting the ballots are collected.
- 12. The nomination chairman appoints a minimum of two scrutinizers.
- 13. The nomination chairman and his assistants who he appoints count the ballots.
- 14. In case of close results, the ballots may be recounted.
- 15. Ties how resolve? Precedent: revote, was still tied, then coin toss!
- 16. The nomination chairman announces the winners in order of plurality. He also announces the length of their term.
- 17. A motion to destroy the ballots is solicited.

## 16.0 Chairman, Achievement Program

A written report must be provided to the Fusee once a year.

#### 16.1 General

Aside from being appointed by the BOD the Chairman of the Achievement Program is considered to be a national officer. Therefore, with the exception of the appointment procedure, the duties and procedures are beyond the scope of this document.

The TLR administration of the Achievement Program shall conform to the NMRA Achievement Program.

#### 16.2 Appointment

The TLR Board of Directors appoints the Chairman of the Achievement Program.

#### 16.3 NMRA Achievement Program

16.4 Golden Spike Award 16.4.1 General

The Golden Spike Award is awarded to any NMRA member who does not hold MMR status. The Program is administered by the Regional and Divisional Achievement Program Chairman under the direction of the National Achievement Program Chairman.

16.4.2 Procedures

To quality for the award the member must complete a checklist on the application form obtain the signature of the Divisional AP Chairman, or another member designated by the Divisional AP Chairman. The Divisional AP Chairman will submit the signed form to the Regional AP Chairman who will issue the Golden Spike Award Certificate.

## 17.0 Chairman, Member Aid

17.1 Duties

- Strive to find answers to technical questions from region member.
- Edit a column in the Fusee

## 18.0 Chairman, Region Handbook

18.1 Duties

- 1. Maintain a master copy of the handbook
- 2. Attend general and board meetings if possible
- 3. Scan minutes for possible handbook changes
- 4. Solicit information for Handbook contents from TLR officers
- 5. Distribute updates of the handbook
- 6. A written report must be provided to the Fusee once a year
- 7. Ensure that all officers have current versions of the handbook

#### 18.2 Records

The chair will maintain a hard copy and electronic copy of the handbook.

19.0 Chairman, Region Handbook deleted as duplication

# 20.0 Region Historian

20.1 Background

Established in 1982 with Fred Hauser as first Historian

20.2 Duties

- 1. To prepare and maintain a history of the TLR.
- 2. To act as archivist for the TLR/s non-current records, files and materials.
- 3. A written report must be provided to the Fusee once a year.
- 4. To update the 50-year handbook as needed

# 21.0 Non-Rail Coordinator

A written report must be provided to the Fusee once a year.

# 22.0 Division Superintendent

22.1 General

- 1. The procedures applying to the Division Superintendent are entirely under the control of the individual divisions. Therefore any such procedures are beyond the scope of this document. TCD does not agree
- 2. The only requirement is that the Division Superintendent must be a TLR and NMRA member.
- 3. A written report must be provided to the Fusee once a year.
- 4. Division Superintendents should attend all TLR business meetings.
- 5. Division Superintendents are not 'board members for quorum purposes, however if they are present at the board meetings they do have voting privileges."

# 23.0 Division Contest & AP Chairman

#### 23.1 Golden Spike Award

#### 23.1.1 General

The Golden Spike Award is awarded to any NMRA member who does not hold MMR status. The Program is administered by the Regional and Divisional Achievement Program Chairman under the direction of the National Achievement Program Chairman.

#### 23.1.2 Procedures

To qualify for the award the member must complete a checklist on the application form: obtain the signature of the Divisional AP Chairman, or another member designated by the Divisional AP Chairman. The Divisional AP Chairman will submit the signed form to the Regional AP Chairman who will issue the Golden Spike Award Certificate.

The Division Contest & AP Chairman can be asked to perform judging for Golden Spike Awards.

The purpose of the Golden Spike Award is to reward those persons who have moved past the beginning stages of model railroading and to serve as an introduction to the Achievement Program.

Most of the requirements on the GS form are self-explanatory. It will be necessary to make some subjective judgments as to the quality of the work presented. It will be necessary for the judge to reflect back on his beginning days as a model railroader to make those subjective judgments. Not only the quantity, as stated in the printed requirements, is important, but the quality as well.

The work presented should reflect more than the beginner's loop of sectional track, shiny "shake the box" rolling stock and structures, and lack of logical scenery.

Anybody having difficulties with judging for the Golden Spike Award should contact the Region Achievement Program Chairman.

Forms for processing should be forwarded to the Region Achievement Program Chairman. The Region Achievement Program Chairman would appreciate a set of photographs showing the model work being submitted.

Division Contest AP Chairman (Information from John Whitlock, AP Chairman, August 1989 and from Application Form)

# 24.0 Ad Hoc Committees

Ad hoc committees may be appointed by the President or by the BoD.

All ad hoc committees should produce written reports and present them to the BoD.

Submission and acceptance of the report generally lead to the dissolution of the ad-hoc committee.

## 25.0 Meetings

25.1 General

25.2 Order of Business

The President decides the order of business.

Copies of the order of business should be provided to all officers attending the meeting in accordance with the by-laws.

#### 25.2.1 BOD Meetings

#### 25.2.1.1 Spring BOD Meeting

A board meeting is to be held at TLR conventions at a convenient time before the general meeting.

#### 25.2.1.2 Fall BOD Meeting

Location: To be decided by the president at the spring meeting.

Date: To be determined by the president. Because of distance traveled to get to the meeting it is nice if there is something to do with model railroading going on at the time and place of the meeting date. (I.e. Train shows in Fargo in October.)

Arrangements: Somebody in the meeting area should book a small hotel room and arrange for lunch and coffee. The room is usually provided at no charge provided attendees at the site purchase lunch. Be prepared for a three to six hour meeting.

#### 25.2.1.3 Caucus

- 1. General: A short caucus of newly elected officers and outgoing officers held following Annual general meetings. The main purpose of the caucus is to allocate the Director positions among the various new board members, but it may deal with any other matters, which may be necessary
- 2. Attendance: outgoing and incoming board members attend the caucus.
- 3. Chairman: the outgoing President chairs the meeting

Revised 6/10/1990

- 4. Minutes: the outgoing Secretary takes Minutes of the meeting. If the Secretary is not available the Chairman shall appoint one of the participants to take minutes.
- 5. Discussion: Both outgoing and incoming members may participate in the discussion.
- 6. Voting: Only members of the new board are allowed to vote.

# 26.0 Membership Roster

The Treasurer and the Membership chair (Jim Wetzler since 2000) maintain a membership roster in electronic format. This list includes current and past member's names, addresses, phone numbers and email addresses. Notations for TLR membership and NMRA membership are included.

## 27.0 Mailing List Policy

The TLR membership mailing list may be made available to outside organizations for a fee, and shall be provided in address label format.

A mechanism must be provided to allow individual members to have their name deleted from the list on request.

The BoD sets Price.

### 28.0 Region Awards

28.1 Presidents Award

- 1. The President's Award honors TLR members who contribute exceptional service to the Region.
- 2. The award was instituted in 1971.
- 3. The President selects the recipient.
- 4. The recipient's name is kept confidential until presentation.
- 5. The award is presented at the annual banquet.

28.2 R.J. (Bob) Dew Sr. Memorial Service Award

- 1. This award acknowledges a minimum of five years of service (not necessarily consecutive) to the TLR. Service must include at least two years on the BOD or one year as Fusee Editor.
- 2. Traditionally selected by secret paper ballot of the BOD members present at the fall BOD meeting. Nominations are made verbally by participants and onlookers at that meeting. The President, who keeps the results confidential, counts the votes.
- 3. The award is presented at the annual banquet.

- 28.3 Old Goat Award
  - 1. This award acknowledges twenty years of membership/subscription in the TLR. The twenty years need not be consecutive.
  - 2. Selected based on membership files.
  - 3. Presented at annual convention.

28.4 International Order of the Bent Spike

- 1. To acknowledge members who are guilty of unusual/humorous events in the TLR
- 2. Selected by the previous recipient.
- 3. Presented at annual convention by the prior recipient or his representative.
- 4. The wording on the back of the original plaque reads: "Presented at annual convention by the prior recipient or his representative."

28.5 Contest Awards

- 1. Model: Awards for the model contest are: first, second, third and honorable mention in each category
- 2. Photo: Awards for the photo contest are: first, second, third and honorable mention in each category.
- 3. Best of Show
- 4. Best Kit built Model
- 5. Youth

# 29.0 NMRA

29.1 Support for NMRA Election Candidates

The TLR may support candidates for NMRA national office who reside in the TLR.

# 30.0 NMRA Canada

30.1 Financial Support by TLR

The TLR decided to contribute annually CDN \$200.00 toward the continuing operating costs of the NMRA Canada.

## **31.0 NMRA National Convention**

Advance funds may be borrowed by TLR sponsored NMRA National Conventions at interest rates comparable to those that would otherwise have been earned by those funds

# 32.0 Division Policy

32.1 Administrative

- 1. Upon the formation of a new division, the President upon the recommendation of the Vice-President appoints the first superintendent.
- 2. Divisions determine their own Superintendents following the initial Superintendent.
- 3. Divisions elect their own officers. Division superintendents must TLR members.
- 4. As of 821113 there was considered to be no need for Division Superintendents to become Region BOD members.
- 5. Division constitutions and bylaws must not conflict with NMRA or TLR constitutions or bylaws.

#### 32.2 Division Boundaries

Rob Koppert with the Head Office is pursuing the delineation of division boundaries. These boundaries have been redefined by zip code conforming to NMRA boundaries. Jim Wetzler completed the USA portion of these boundaries in 2005.

32.3 Financial

32.3.1 Loans

Loans for division activities may be available from the region.

## **33.0 Division Meet Guidelines**

#### 33.1 Dates

The TLR vice president should be contacted before setting dates for a division meet, to avoid conflicts with other TLR division meets. Jim Bernier is maintaining a list of meets as of 12/2005

# 34.0 Divisions

#### 34.1 No. 1 Northern Division

#### 34.1.1 History

During the winter 1979-80 the TLR asked the Winnipeg Model Railroad Club to form a Canadian Division, not to become a Division but to form one. The invitation was politely declined. At a TLR board meeting held 800516 Hilt Friesen was appointed to form a division provisionally called the No. 1 Northern Division and to consist of the Canadian portion of the TLR. It should be noted here that this was the first division to be formed in the TLR (although only by a few minutes). Hilt then persuaded Wolfgang von Thuelen to become the interim Clerk. The first Division Meet was held 800920 at the Victoria Inn in Brandon. 49 persons attended the Meet. Hilt and Wolfgang were promptly railroaded into staying on as the first official officers.

34.1.2 Boundaries Manitoba, Canada

#### 34.2 North Dakota Division

34.2.1 History

Jim McLeish of Bismarck was appointed at the 800516 board meeting to form the North Dakota Division, the TLR's second division.

34.2.2 Boundaries

Northern North Dakota

#### 34.3 Twin Cities Division

#### 34.3.1 History

Gary Kraus volunteered at the 800518 Meeting to form a Twin City Division.

A constitution, Bylaws, and Articles of Incorporation were written by the first officers and adopted during a formal business meeting on 820428. The first officers of the TCD Corporation were Lester J. Breuer, President; Fred K. Holzapfel, Vice-President; James B. Perske, Secretary; and De Smith Lindeen, Treasurer.

In September 1982, the Internal Revenue Services and the State of Minnesota Department of Revenue granted Tax exempt status to the organization.

34.3.2 Boundaries Includes seven counties in central Minnesota:

Hennepin Ramsey Scott Dakota Washington Anoka Carver

34.4 Lake Superior Division34.4.1 History34.4.2 Boundaries

#### 34.5 Division Zero

34.5.1 History This region is for out of region members. Duffy" was appointed as superintendent.

#### 34.6 Wisconsin Division

34.6.1 History 34.6.2 Boundaries Eau Claire area

#### 34.7 LaCrosse - Three Rivers Division

34.7.1 History
Ken Ducat appointed.
Started by Ken Ducat.
Disbanded at Ken Ducat's request.
34.7.2 Boundaries

#### 34.8 Minnesota River Valley Division

34.8.1 History 34.8.2 Boundaries

34.9 Prairie Lakes Division

34.9.1 History Formed by Miles Rohan in 1982
34.9.2 Boundaries North Central Iowa and Southwestern Minnesota

#### 34.10 Bluffs and Rivers Division

34.10.1 History34.10.2 Boundaries South Western Wisconsin

#### 34.11 Kashabowie Division

34.11.1 History

34.11.2 Boundaries Western Ontario, Canada

#### 34.12 Dakota Southeastern Division

34.12.1 History

34.12.2 Boundaries

Southern half of South Dakota

34.13 Red River Valley Division
34.13.1 History
34.13.2 Boundaries

Currently covers the Fargo area of North Dakota.

#### 34.14 Corn Belt Division

34.14.1 History Disbanded due to lack of interest by vote of General membership.34.14.2 Boundaries Rochester area of Minnesota

# **35.0 Miscellaneous Bucket**

#### Questions

Are caucus minutes read and adopted? when? Yes at next BoD, not at next caucus

To Fusee section:

Membership List

If an NMRA membership list is required contact the Membership chair (Jim Wetzler since 2000).

Sales

Patches

Batch produced 7805 - 320 patches cost .93, price 2.50

#### Pins

Region Car

1989 inventory – 276 1999 50<sup>th</sup> Anniversary Car

#### Handbook

Title the Thousand Lakes Region Administrative Manual and page layout approved 7705, 7801, 200505

### 36.0 Amendment Procedure for this Handbook

This handbook will be updated and revised as changes occur in the by-laws or operating processes.

# Appendixes

# Appendix A. TLR Equipment

Any equipment that the TLR had previously owned and was in the custodianship of various individuals has become outdated and since been replaced by personal computers of which the Region has no financial interest.

# Appendix B. Original Constitution

Preamble

To promote the greater fellowship among Model Railroaders and to advance the hobby of Model Railroading wherever and whenever possible and to do all the things necessary for or incident to the aforementioned purposes, the following constitution is authorized and drawn up;

Article One - Membership and Dues

Any member of the National Model Railroad Association in good standing and who is residing in the territory consisting of North and South Dakota, Minnesota, Northern Iowa or Western Wisconsin, shall be members of the Thousand Lakes Region.

Dues may be assessed by a majority vote of those members present at any annual business meeting. At any convention, a registration fee, not to exceed fifty cents may charged, and the said fee shall be remitted to the regional treasurer.

Article Two - Meetings

There shall be one business meeting in October of each year, the time and place to be determined by the Board of Directors.

Additional meetings or conventions may be held when called by the Board of Directors, at the invitation of a recognized host.

Article Three - Officers

The officers of the region shall consist of a committee of five directors to be elected at the annual business meeting. This committee shall meet immediately following the election and shall select from its own number, a President and a secretary-treasurer.

The term of office shall be for approximately one year, commencing the day after the annual business meeting and continuing until the adjournment of the annual business meeting following.

ARTICLE FOUR - Voting

Each member present at the annual business meeting shall be entitled to one vote.

ARTICLE FIVE - Duties of Officers

The general management of the affairs of the Region shall be vested in the Board of Directors.

Revised 6/10/1990

ARTICLE SIX - Standing Committees

Such standing committees as deemed necessary may be appointed by the Board of Directors.

ARTICLE SEVEN - Priority No act of the Thousand Lakes Region nor specification of this constitution shall conflict with the constitution of the National Model Railroad Association, Incorporated.

ARTICLE EIGHT - Amendments

This constitution may be amended by a majority vote of those present at any annual business meeting.

The above document was formulated by the Board of Directors of the organization at a meeting on the 16th day of November 1949. Members of the committee present were:

Robert F. Smith

Kenneth J. Nalty

Harris R. Baxter

(The preceding document was attached to the December 1952 minutes.)

# Appendix C. Corporate History

# **Appendix D. TLR Region Boundaries**

The NMRA BOT. (NMRA Constitution Article VII) determines region boundaries

According to NMRA by-laws (Article VII) the TLR includes the following:

• All counties in Iowa north of and including Buchanon, Blackhawk, Calhoun, Delaware, Dubuque, Grundy, Hamilton, Hardin, Ida, Sac, Webster and Woodbup Counties

- Minnesota
- North Dakota
- South Dakota

• All Counties in Wisconsin west of and including Ashland, dark, Crawford, Grant Jackson, Monroe, Price, Taylor and Vemon Counties

- Manitoba
- All communities in Ontario west of and including the Thunder Bay area
- Northwest Territories east of 102 degrees West Longitude in Canada



### National Model Railroad Association

Australasian Region

# EXECUTIVE HANDBOOK

Version 2.2 1st July 2009



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### About this Publication

### Purpose

The purpose of this publication is to document the Roles, Policies and Procedures of the Australasian Region of the National Model Railroad Association.

Changes to this document will be authorised by the Secretary. This document always remains the property of the AR of the NMRA. Each new release supersedes the previous.

### **Release History**

Date	Release	Author	Release Authority
1 <sup>st</sup> March 2008	Initial Release	Peter Jensen	David Jupp
12 <sup>th</sup> March	After ARC Review	Peter Jensen	David Jupp
13 <sup>th</sup> April	After extend ARC review	Peter Jensen	David Jupp
15 <sup>th</sup> June	Visitors Policy added.	Peter Jensen	David Jupp
17 <sup>th</sup> March 2009	Children and C.2.3 added	Peter Jensen	David Jupp
10 <sup>th</sup> May 2009	After ARC Review	Peter Jensen	David Jupp
1 <sup>st</sup> July 2009	For distribution	Peter Jensen	David Jupp



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### A. Australasian Region Executive Handbook

- 1. The AR Executive Handbook, hereinafter called the Handbook or EHB, is recognised as an official document of the Australasian Region consisting of the Policies, and Operating Procedures of the Region.
- 2. The Executive Handbook is the property of the Australasian Region of the National Model Railroad Association and only loaned to the individual having possession of the Handbook.
- 3. The NMRA Secretary will be responsible for receiving all changes to the EHB, and posting them to the official version. The Secretary will maintain a log of EHB changes for historical purposes. The handbook is to be a "Controlled Document" and hence changes should be recorded in the ARC minutes and then in the master copy of the EHB
- 4. Communications technology continues to evolve rapidly. The Secretary will take full advantage of the best available technology to make the EHB available to the AR Committee and the Officers of the AR.
- 5. The Secretary will format the entire EHB to improve readability and search.



### Australasian Region Executive Handbook

### A.1. Definitions

Term	Definition	
AR	Australasian Region of the NMRA	
AR Committee	Australasian Region Committee	
ARC	Australasian Region Committee	
Division	A Division of the Australasian Region of the NMRA as approved under the Region Constitution	
MMR	Master Model Railroader	
National	National Model Railroad Association	
NMRA	National Model Railroad Association Incorporated	
Ordinary Member		
Region	Australasian Region of the NMRA	
Regional Advisory Council	National body that represents the Region to the National Board	
Region Organisation	A Region Organisation may be a Division, a SIG, or a 100% AR NMRA club and will have been approved by the AR Committee	
SIG	Significant Interest Group – a group of Region members, and possibly non-members, that are pursuing a railway activity that has been approved by the AR Committee	
Visitor	A visitor is any person who attends an NMRA event and is not a member or affiliate member of the NMRA.	
100% Club	A 100% membership club operating under the approval of the AR Committee	



Australasian Region Officers

### B. Australasian Region Officers

- a) The officers of the NMRA shall consist of a President, a Vice President, a Secretary, and a Treasurer. These officers constitute the executive team of the region.
- b) The President, Vice President, Secretary and Treasurer shall be determined by popular election by the NMRA members.
- c) The term of office begin on the day of the Annual General Meeting following their election and continue for duration of two (2) years until the day of the Annual General Meeting following the election of the successors.
- d) All office holders must:
  - 1. Always act in the best interests of the NMRA and the NMRA Australasian Region (NMRA AR).
  - 2. Contribute to furthering the objectives of the NMRA AR.
  - 3. Do all possible to add enjoyment to existing membership of the NMRA AR
  - 4. Do all possible to encourage new membership of the NMRA AR
  - 5. Hold a copy of and be familiar with the Constitution of the NMRA AR and discharge duties consistent with the aims of the Constitution
- e) It is important that each Officer fulfils their elected or appointed duties/role for the success of the organisation. Therefore, it is expected that an officer will attend 75% of the AR Committee meetings. If a member seeking an AR Committee position feel they cannot attend a majority of meetings, then it would be inappropriate to nominate for a position.

The secretary will record and log the attendance history. This attendance history will be available to all members on request.

An officer can request an exemption when there are mitigating circumstances (such as prolonged sickness). Under this exemption, the President may nominate an interim officer for the duration of the exemption.



> Australasian Region Officers Code of Ethics

### B.1. Code of Ethics

The preservation of the highest standards and ethical principles is vital to the successful discharge of the responsibilities of all Officers, Superintendents, Department and Committee Managers within the Region.

### B.1.1. Objectives

The objective of this Code of Ethics is to provide guidance to the Officers, Superintendents, Department and Committee Managers in the ethical performance of their duties in addition to any legal requirements. It is also to provide guidance as to the identification of potential conflicts of interest and for addressing such conflicts.

### B.1.2. Areas to Review

### a) Ethical Conduct

This shall include obedience, diligence, and loyalty.

- 1. Obedience is the acting within the grant of powers to the Region and to the limitations imposed on those powers, whether by statute, case law, corporate charter or Regulations.
- 2. Diligence is the standard of care to be exercised by Officers, Superintendents, Department and Committee Managers. The performance of these duties, including duties as a member of any committee, shall be in good faith and in a manner he or she reasonably believes to be in or not opposed to the best interest of the Region. They must be performed with the care an ordinary prudent person in a like position would use under similar circumstances.
- 3. Loyalty is the obligation imposed on the Officers, Superintendents, Department and Committee Managers that they shall not exploit corporate opportunities or misuse inside information. They must account to the Region for any profits resulting from their fiduciary relationship to the Region. He or she may not obtain a private or secret profit as a result of his or her official position; the Region must have the benefit of any advantage the Officers, Superintendents, Department and Committee Managers acquire.



Australasian Region Officers

### Code of Ethics

### b) Conflict of Interest

- 1. All Committee Members and Department Managers have a duty to be free from any conflicting interest while they represent the Region.
- 2. All Committee Members and Department Managers are expected to deal with all persons in the best interest of the Region without favour or preference.
- 3. A conflict of interest arises when a Committee Member and/or Department Manager has a substantial personal interest in a transaction.
- 4. All Committee Members and Department Managers shall avoid any practices that conflict with the established policies of the Region.
- 5. No Committee Member or Department Managers shall accept any compensation, gratuity, favour, benefit or gift of any sort in connection with any work for the Region.

The acceptance of promotional travel, lodging, entertainment, or gifts of minimal financial value should be declared to the AR Committee and would not be considered as a violation of this code.

- 6. All Committee Members and Department Managers shall diligently avoid all appearances of impropriety and apparent conflicts of interest.
- 7. A Committee Member or Department Manager can contract with, or perform business with the Region provided that such transactions are performed after a "full and fair" disclosure of all competing bids for services or products.
- 8. If a situation arises not expressly addressed by the spirit and intent of these provisions, but which may be reasonably construed as creating a conflict of interest, the facts and circumstances should be fully disclosed and submitted in writing to the President and Secretary of the Region.
- All Committee Members and Department Managers shall complete a disclosure statement and provide to the AR Committee upon appointment or election to office. The Secretary shall prepare a list of persons whose Disclosure Reports have not been received and present to the AR Committee.



Australasian Region Officers

President

### B.2. President

The duties of the President shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To act as the "Chief Executive Officer" of the NMRA AR.
- c) To further the objectives of the NMRA AR.
- d) To regularly attend and chair meetings of the AR Committee. (ARC).
- e) To raise the profile of the NMRA AR.
- f) With assistance of the Vice-President, to raise and prepare reports for inclusion in the AR quarterly magazine, *MainLine*, website and for submission to the Annual General Meeting.
- g) Shall hold a copy of the current NMRA AR rules of association, read it, understand it within reason and be prepared to carry out the responsibilities pertinent to the appointed position.
- h) Maintain a strong and cohesive executive team.
- i) Keep all AR members informed of NMRA business that may affect them, either through the *MainLine*, the Region website, email distribution, the Divisional Superintendents or other means.
- j) Keep the National President and National Board of Directors informed of Region issues and operation by liaising with the Region Advisory Council.
- k) Be a signatory on NMRA AR bank accounts.
- I) To regularly attend as many AR Division meetings as possible.



> Australasian Region Officers Vice-President

### B.3. Vice President

The duties of the Vice-President shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties assigned to him by the President.
- f) To chair meetings of the NMRA AR Committee in the absence of the President or at the Presidents request.
- g) Shall hold a copy of the current NMRA AR constitution, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position:
- h) Be a signatory on NMRA AR bank accounts.
- i) To regularly attend as many AR Division meetings as possible.



Australasian Region Officers

Secretary

### B.4. Secretary

The duties of the Secretary shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the AR Committee.
- e) To set meeting dates for the NMRA AR committee and to ensure that all meetings, notices and other acts and things required by the Constitution of the NMRA AR are completed (with the assistance of the Public Officer where appropriate).
- f) To maintain all minutes, attendance register, records and correspondence as may be required by the AR Committee for the proper conduct of the affairs of the NMRA AR and to distribute those minutes in a timely manner.
- g) Shall hold a copy of the current NMRA AR constitution, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- h) Prepare documents related to any ballots associated with the NMRA AR, to be held every two years on the even years (eg 2010, 2012 etc) specifically the Australasian Region Committee elections. These documents shall include forms for nomination, ballot and voting collation for use by the returning officer. Typical forms and letters are located in the appendix of this document.
- i) Organise advertising of any EGM (Extra Ordinary General Meetings) if so required by the Australasian Region Committee.
- j) Be a signatory on NMRA AR bank accounts if so requested.
- k) Maintain an annual and monthly action list.
- I) Maintain a calendar of AR annual events requiring ARC action.
- m) Keep a register of 'sanctioned' events and activities within the Region.
- n) Keep a register of all 100% clubs, when the renewal is due, and advise and collect the appropriate fee (with the assistance of the Membership Officer and/or Treasurer where appropriate).
- o) .Maintain the master copy of the AR Executive Handbook, and distribute as required.
- p) To regularly attend as many AR Division meetings as possible.



Australasian Region Officers

Treasurer

### B.5. Treasurer

The duties of the Treasurer shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To take responsibility for the receipt and prompt deposit of all moneys and income due to the NMRA AR.
- f) To be responsible for the payment of all valid expenses as approved for payment by the AR Committee.
- g) To keep records of receipts, deposits and payments.
- h) Prepare the monthly and annual Treasurer's Reports
- i) Reconcile financial reports from the Association's bank and investment institutions.
- j) In consultation with the other members of the AR Committee, prepare a budget for approval by the NMRA AR Committee for each new financial year for ratification at the first meeting of the NMRA AR Committees in the new financial year.
- k) To ensure that the accounts of NMRA AR are annually submitted for independent auditing.
- Shall hold a copy of the current NMRA AR constitution, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- m) Maintain a register of signatories to all region accounts. Ensure that only current AR Committee members are signatories.
- n) Be a signatory on NMRA AR bank accounts.
- o) To regularly attend as many AR Division meetings as possible.



Australasian Region Officers

Pacific District Director

### B.6. Pacific District Director

The duties of the Pacific District Director (PDD) shall be, without limitation:

- a) To always act in the best interests of the NMRA as an international body.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties requested by the AR President.
- f) To carry out the duties expected of the PDD on a National basis as outlined in the Director Duties document issued by National Board. They are:
  - 1. Developing policies for the benefit of all NMRA members.
  - 2. Maintaining liaison between the Regions and the NMRA through the use of the Regional Advisory Council.
  - 3. Keeping the NMRA informed of Region issues and desires.
  - 4. Transmitting to the NMRA such recommendations as are made by Region members.
  - 5. Performing such duties as required under the laws of the State of Ohio and as fiduciarily required under the Internal Revenue Code for a non-profit corporation under Section 501(c)(3) of said code.
- g) Shall hold a copy of the current NMRA AR constitution, the NMRA Regulations, and the NMRA Executive Handbook, read them, understand them and, within reason, be prepared to carry out the responsibilities pertinent to the appointed position.
- h) To be aware of and advise the AR President and the AR Committee of any conflict of interest between the Director's National and Region responsibilities as soon as any conflict arises.
- i) To regularly attend as many AR Division meetings as possible.



Australasian Region Officers

Ordinary Board Member

### **B.7.** Ordinary Committee Members

The duties of each Ordinary Member shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties requested by the AR President.
- f) Shall hold a copy of the current NMRA AR constitution, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- g) Shall regularly attend their local division's monthly meetings.



Australasian Region Officers

Divisional Superintendents

### B.8. Divisional Superintendents

The duties of each Division Superintendent shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the AR President to further the objectives of the NMRA AR, specifically within their Division.
- c) To assist the AR President to raise the profile of the NMRA and the NMRA AR, specifically within their Division.
- d) To attend meetings of the NMRA AR Committees where possible. This is not mandatory due to the vast geographic nature of the AR.
- e) To perform any duties assigned by the AR President.
- f) To organise (or to delegate the responsibility to organise) regular Division meetings.

This includes:

- Scheduling the location and dates of the Division meetings,
- Advising the *MainLine* editor and the AR Webmaster in advance of the meeting schedule for publication in *MainLine* and on the AR Website,
- Coordinating with the host at least 2 weeks prior to the meeting to provide any assistance in meeting setup, and
- Report to the members any feedback from the Region and National organisation.
- g) To provide (or to delegate the responsibility to provide) reports of the Division meetings to the editor of *MainLine* and Webmaster for inclusion.
- h) To maintain a register of meeting attendees. This is mandatory in order that our obligation regarding Public Liability Insurance is covered.
- To maintain (or to delegate the responsibility to maintain) a financial record of income and expenses incurred in conducting any Divisional activities (such as meetings, reports, mail outs, and so on). Where activities in a Division are such that there is no requirement to collect and manage funds, dispensation from this requirement can be requested from the AR Committee.



Australasian Region Officers Public Officer

# B.9. Public Officer

The Public Officer is the official contact point between the association and the NSW Department of Fair Trading. An incorporated association, such as the NMRA, is required to have a public officer who has attained the age of 18 years and is a resident of New South Wales.

The position of public officer must not remain vacant for more than 14 days. Within 14 days of a vacancy occurring, the committee must notify the Registry of Cooperatives & Associations of the vacancy and appoint a new public officer.

Under the Associations legislation and regulations, the public officer has the following obligations and duties are:

- a) The public officer must lodge a Form 12 Annual Statement (with the prescribed fee) within one month after the date of each annual general meeting of the association. The statement is a summary of the year's financial transactions. A penalty may be imposed on the public officer for failure to lodge the form in the required time. If the public officer is not able to lodge the annual statement in time, a Form 11 Application for Extension of Time for Holding Annual General Meeting or Lodging Statement (with the prescribed fee) setting out the reasons for the delay should be lodged before the due date.
- b) A new public officer must lodge a Form 9 Notice of Vacancy/Appointment/Change of Address in the Office of Public Officer notifying of their appointment, within 14 days of the appointment. Where the public officer changes their address, the public officer must give the Registry notice within 14 days by lodging a Form 9 - Notice of Vacancy/Appointment/Change of Address of Public Officer.
- c) The register of committee members of the association is to be kept at the residential address of the public officer and must be made available for inspection by any person, free of charge, at all reasonable hours. Where an incorporated association has ceased to exist, the last public officer must keep the register for a period of at least 2 years after the date on which the association ceased to exist.
- d) The public officer must apply to the Commissioner for approval of a change of name within one month after passing a special resolution to change the association's name. A *Form 4 - Application for Approval for Change of Name* must be lodged together with the prescribed fee.



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Australasian Region Officers

Public Officer

- e) After the passing of a special resolution altering the statement of objects or rules of an incorporated association, the public officer must lodge a *Form 6 Notice of Alteration of Objects or Rules* (with the prescribed fee) setting out the particulars of the alteration. A penalty may be imposed on the public officer for failure to lodge the form in the required time.
- f) The public officer has an obligation to bring all documents addressed to the association to the attention of the committee, as soon as practicable. This obligation continues for a period of 12 months after a person has ceased to be the public officer.

Upon vacating the position, the public officer should pass on all information held on behalf of the association to their successor.

Note that current versions of the forms listed above can be obtained from the NSW Department of Fair Trading's website:

http://www.fairtrading.nsw.gov.au/business/associations.html



Australasian Region Policies Fiscal Policy

# C. AR Policies

## C.1. Fiscal Policy

## C.1.1. Objectives and Strategy

The objective of this policy is to ensure that the Australasian Region remains financially viable in a manner consistent with best practice accounting procedures and the laws of New South Wales.

The fiscal strategy is to establish annual budgets where agreed expenditure is appropriate to agreed revenue, then to manage expenditure in a highly visible way.

### C.1.2. Accounting Periods

The NMRA AR financial year starts on 1<sup>st</sup> January and finishes on 31<sup>st</sup> December and is divided into 12 accounting periods corresponding to the calendar months. An accounting period is closed when the Treasurer completes the financial statement for the accounting period, generally within a week of the end of the calendar month.

### C.1.3. Budget

The budget for a new financial year should be prepared for ratification at the first meeting of the NMRA AR Committees in the new financial year.

### C.1.4. Revenue

Revenue is to be optimised from available sources and activities but is not necessarily to be the primary purpose of an activity. For example, whilst a financial surplus is a desirable outcome of a convention, members' enjoyment of the convention is to be the primary objective.

Where possible, revenue must be accounted for in the financial period in which it occurs.

### C.1.5. Expenditure

All expenditure must be approved by the NMRA AR Committees and the approval recorded in the minutes of the meeting at which it was approved. Ad hoc expenditure, eg, emergency purchases to correct a situation at an exhibition, should be discussed with and agreed by a member of the NMRA AR Committee.

All expenditure must be supported by receipts.



Australasian Region Policies

Fiscal Policy

Where possible, all expenditure must be accounted for in the financial month in which it was incurred. To this end, persons incurring expenditure and wishing to claim must advise the Treasurer of the expenditure before the close off of the relevant accounting period.

### C.1.6. Cash

The handling of cash must be highly visible.

Cash collected at any event must be check-counted by another NMRA member before being secured for banking by the appropriate person.

SIGs and Divisions need not formally account for amounts of \$50 or less, however, the principles of high visibility should be observed



Australasian Region Policies

Region Sanctioned Events Policy

## C.2. Region Sanctioned Events Policy

## C.2.1. Objectives

This policy describes what an AR sanctioned event is, and how the event becomes sanctioned.

## C.2.2. Sanctioned Events

A sanctioned event has been approved by the AR Committee and would consequentially be considered a Region event.

The organising committee of the event must receive approval from the AR Committee before the event commences. This approval is received by notifying the secretary of the AR Committee in writing of the event with general information about the event.

The secretary will present to the AR Committee and respond to the organising committee accordingly.

### C.2.3. Gathering of Members

Any regular or irregular gatherings of members are not covered by this policy.

If the members require the coverage of this policy, they should consider becoming a SIG or a 100% club.



Australasian Region Policies Region Events Financial Policy

# C.3. Region Events Financial Policy

## C.3.1. Objectives

To describe the financial arrangements for all Australasian Region sanctioned events between the AR and the event organising committee.

## C.3.2. Policy

The following conditions apply to this Policy:

a) If the event is conducted on behalf of the Region, then all revenue flows to the Region. All expenses are also a Region responsibility.

*Example:* The AR Convention can be run in any location within the Region. As a Region event, the revenue, less expenses, is Region funds.

b) If the AR Committee sanctioned event is conducted by a Division, SIG or 100% Club to raise funds for the entity, *and* the Region underwrites the event by taking responsibility for all losses, then 50% of the surplus revenue must flow to the Region.

**Example:** A mini-convention in Victoria or an exhibition in Taree conducted by local Division members to raise funds for the group and the potential financial losses are guaranteed by Region.

c) If the AR Committee sanctioned event is conducted by a Division, SIG or 100% Club to raise funds for the entity, **and** the Region **does not** underwrite the event to guarantee any operating losses, then the surplus revenue belongs to the entity. If the Region is providing Liability insurance for the event, then it would be expected that 10% of the operating surplus up to a maximum of \$100 would be forwarded to the Region as an insurance levy to compensation for the insurance provided by the Region.

*Example:* An exhibition by a SIG group that is used to raise funds for the group. The Region has no input and would receive no revenue except for a maximum of \$100 to compensate for providing the Public Liability Insurance.

- d) If the event is not sanctioned by the AR Committee, then the AR Committee does not expect any revenue and will not be providing Public Liability Insurance coverage.
- e) If the event is to raise funds for an external body, the AR Committee will consider providing the insurance cover for a sanctioned event while waiving the insurance levy.

*Example:* A 100% club runs an open house with all proceeds going to a local charity.



## C.3.3. Sanctioning a Region Event

To be a sanctioned event, the organisers of the event must make application on the approve form to the Secretary of the Australasian Region. The form is available for downloading from the Region website.



Australasian Region Policies

**Region Visitor Policy** 

# C.4. Region Visitor Policy

### C.4.1. Objectives

To describes the Australasian Region Policy for visitors. All entities within the Region must actively invite and welcome all visitors. It is important to allow prospective members to attend/visit to assess what we have to offer. Visitors are an important part of growing our Region and the NMRA.

However, the Public Liability Insurance Policy only provides coverage to the Region for "Bona fide" visitors. For these reasons, it is important to define this policy.

### C.4.2. Policy

This policy describes the management of visitors attending any NMRA sanctioned event:

- f) Each NMRA entity (Region, Division, 100% Club, SIG) should maintain a Visitor's Book.
- g) All visitors must sign the Visitor's Book, and be signed in by an NMRA member. The entry should also include the visitor's name, address, date of visit, and the NMRA member's name.
- h) A Visitor may not attend more than three NMRA events.
- i) Each visitor should be provided with a distinctive visitor badge, formally welcomed and introduced at the formal part of the event. If there is no formal meeting, the member who signed in the visitor should introduce the visitor.



Australasian Region Policies

Working with Children Policy

# D. Working with Children Policy

This policy is to ensure that the NMRA meets its obligation under Australian law for ensuring the safety and protection of all children that attend an NMRA event.

All children under the age of 18 must be accompanied by a parent or legal guardian at all NMRA events.



Australasian Region Policies

AR Departments

# E. AR Departments

This section describes the departments of the Australasian Region of the NMRA.

The AR President will, often in consultation with the AR Committee, appoint the manager of the department.

All appointments will be made or reconfirmed by the President after each election of the President.



AR Department Policies

**Publication Department** 

# E.1. Publications Department Policy

## E.1.1. Objectives

The objective of the Publications Department is to convey Region and National news, reports, notices and schedules to members and to provide rail hobby related articles for members' enjoyment.

The primary vehicles for distribution of this information are:

- 1. MainLine the Region's quarterly magazine
- 2. AR Website

### E.1.2. Publisher

The Australasian Region Committee is the publisher of the *MainLine* and the AR Website.

### E.1.3. Duties of the Publisher

The duties of the Publisher shall be, without limitation:

- a) Establishing the policy for the distribution of any Region news and information.
- b) Responsibility for the content being fit for purpose.
- c) Responsibility for the timely distribution of news, information and reports.
- d) The appointment of the **Editor** for a re-newable period of two years, coinciding with the Regional elections.
- e) The appointment of a **Webmaster** for a re-newable period of two years, coinciding with the Regional elections.
- f) The appointment of an **Advertising Manager** for a re-newable period of two years, coinciding with the Regional elections.
- g) The appointment of a **Printer** for the publication of any printed publications.
- h) Providing the financial and resource backing required by the editor and webmaster for publication.
- i) Appointment of an AR Committee liaison to represent the AR Committee to the editor and Webmaster for the purposes of NMRA news, notices, content review, website management, publishing and printing problems, and so on.



AR Department Policies

Publication Department

### E.1.4. Editor

The editor will be a member who is familiar with desktop applications, has a good command of written English, has a communications and administrative flair and who is keen and interested in the job.

- a) The position of editor of the NMRA AR magazine *MainLine* is an appointment of the members of Australasian Region Committee (ARC)
- b) The appointed editor is required to give suitable notice of resignation so that a new appointee can be found and placed in the position such that a seamless continuation of the publication occurs.
- c) The ARC may dismiss the editor without notice under certain circumstances such as inappropriate content or irregularity of publication but suitable written warning shall be given in the first instance.
- d) The position of editor will accrue points toward the Achievement Program volunteer as determined by the published program.
- e) The qualifications applied to the position require a good command of the English language, good people communication skills, computer skills and the ability to use publishing software. There is no set standard software recommended. However, the NMRA AR will not be liable to provide such software or other computer equipment required for the publication of the magazine.
- f) A candidate may be required to produce a base magazine for acceptance by the ARC before an appointment is confirmed.

### E.1.5. Duties of the Editor

The duties of the Editor shall be, without limitation:

- a) Producing the Region's quarterly magazine *MainLine*. See the *MainLine* Editorial policy for the details of the magazine.
- b) Solicit articles from members to provide a balanced magazine for all members.
- c) Make sure that copyright issues are covered for any previously published documents and photographs. (ie where the published article is not the work of the contributing member)
- d) Apply editorial licence to submitted articles including editing text for correct grammar and spelling.



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National Model Railroad Association

#### **AR Department Policies**

### Publication Department

- e) Remove any inclusion likely to cause embarrassment to any member or the NMRA, or liable action against the NMRA.
- f) If any article changes its intended meaning as a result of forced editing then the AR President and / or the Vice President should be consulted if meaningful discussion fails with the supplier of the article.
- g) The editor is not obliged to accept an article if he/she feels that the article is not considered appropriate for publication.
- h) Arrange the layout of each issue and produce the proof.
- i) Plan for the size of each issue and number to be printed.
- j) Prepare the final copy for distribution (either for print and/or web).
- k) Monitor the expense versus revenue.
- I) Manage the expenses and accounting to the Treasurer in an accurate and timely way.
- m) Report of financial, content and/or timeframe problems to the AR Committee as soon as becoming aware of them.
- n) Advise a close-off date for the receipt of any material for the *MainLine*. Each member / official that is required to present a report must be notified at least two weeks before the close off date.
- o) The editor has the right to reject any material not received in time. As such, it is recommended that the editor hold a "stack" of articles for emergency inclusion.



AR Department Policies

**Publication Department** 

### E.1.6. Webmaster

The Webmaster will be a member who has website application and management skills. They must also have a good command of written English, a communications and administrative flair and who is keen and interested in the job.

They must also understand the developments, security, and directions of website design and development.

### E.1.7. Duties of the Webmaster

The duties of the Webmaster shall be, without limitation:

- a) Provide a fast, easy to use, intuitive website design.
- b) Monitor the usage and access to the website.
- c) Promptly add information to the site as directed by the President or the AR Committee.
- d) Provide an email service to members of important information on an as required basis.
- e) Monitoring of expenses versus revenue and account to the Treasurer in an accurate and timely way.
- f) Reporting of financial, content and/or timeframe problems to the AR Committee as soon as becoming aware of them.



AR Department Policies

**Publication Department** 

### E.1.8. Advertising Manager

The Advertising Manager will be responsible for setting the policy and advertising rates for all advertising of the AR for all publications and the AR Website. They will need a marketing flair as they build and manage the clients that advertise with the NMRA AR.

### E.1.9. Duties of the Advertising Manager

The duties of the Advertising Manager shall be, without limitation:

- a) Prepare and present an advertising policy to the AR Committee.
- b) Prepare and present the advertising rates to the AR Committee.
- c) Solicit advertising from appropriate organisations and businesses AR wide.
- d) Prepare and invoice for all advertising.
- e) Follow up any late payments.
- f) Manage revenue and account to the Treasurer in an accurate and timely way.
- g) Maintain on-going good relations with advertisers.

### E.1.10. Advertising Policy / Disclaimer

The NMRA AR policy for advertising includes:

a) All NMRA AR publications (including the website) that contain advertising must contain the following disclaimer "Advertising is accepted in good faith from retailer/advertiser. The NMRA cannot be held responsible for inaccuracies or misleading information in supplied advertising material".



AR Department Policies

Publication Department

### E.1.11. Printer

The AR Committee, as publisher, will review and select a printer for the *MainLine*. The printer used will be reviewed on an ongoing basis to ensure that their costs and services are appropriate for needs of the Region.

### E.1.12. *MainLine* Editorial Policy

- a) The *MainLine* will be produced such that distribution falls within the 4 quarters, March, June, September and December.
- b) The content of the magazine should be related to model railroading, prototype railroading of all countries, affairs of the NMRA and reports from divisions within the AR.
- c) The magazine shall be A4 format, soft cover, and produced from folded A3 paper stapled with a minimum of two staples. Internal pages should be 80GSM and the outside jacket a minimum of 110GSM. The number of pages in each issue should be such that the content of the magazine supports quality not quantity but should fall within the range 20 to 40 pages. Because of the folded nature of the magazine, multiples of 4 pages are standard. A weight restriction on postage dictates that no more than 40 pages should be produced.
- d) Advertising is permitted and encouraged but is the responsibility of the Advertising Manager to solicit and approve. The Advertising Manager is to communicate regularly with the Editor regarding the advertising content.
- e) The front page shall be colour of suitable resolution to be sharp (good depth of field focus) and of interest to members and readers. A colour centrefold may also be included in consultation with the treasurer. These colour inclusions should be taken with a high resolution camera such that there is no apparent pixilation of the printed result.
- f) Photographs for inclusion in the magazine should exhibit good exposure, grey scale and colorimetery to produce good results in the printing medium.
- g) The completed magazine shall be sent to the printer in a timely manner such that distribution of the completed magazine can be made to Division 7 members at the published meeting dates in March, June, September and December in order that postage costs are minimised for distribution.
- h) The magazine is to be created electronically and released in PDF format for use by the printer and the web publisher. Resolution for the printer should be a minimum of 300dpi and a fixed 72dpi for the web.



AR Department Policies

**Publication Department** 

### E.1.13. *MainLine* Advertising Policy

When setting the fee charged for advertising, it should be at least double the cost of providing the space.

MainLine advertisers will have a reciprocal link to the advertiser's website.

Website advertises will be provided with a small ("credit card size") advertisement in *MainLine*.

### E.1.14. Standard NMRA AR Disclaimer

The following disclaimer should be included on all AR publications and the website.

Any comments made and any photographs are included in the magazine in the understanding that the author has obtained any necessary permission regarding copyright.

All comments made in this magazine are the comments of the author and not the views of the NMRA AR.

Articles are provided by members for publication in good faith and the views expressed therein are not necessarily those of the NMRA AR"



**AR Department Policies** 

Library Policy

# E.2. Library Policy

### E.2.1. Objectives

The objective of the AR Library is to provide a means for disseminating of knowledge to our Members. The knowledge being shared relates to model and prototype railroad issues. The Library is a repository of videos, DVDs and written material on railroads which is available to Members.

### E.2.2. Duties of the Librarian

The duties of the Librarian shall be, without limitation:

- a) Secure storage of all master copies of each DVD and video in the library.
- b) Arranging for the copying of all masters. Only the copies to be used for lending.
- c) Storage of the materials of the Library in a safe location (generally at the Librarian's home).
- d) Maintenance of a catalogue of the contents of the Library.
- e) Prepare an asset register of all material in the library and present to the Treasurer on a yearly basis.
- f) Circulation of a selection of DVDs to all Divisions of the Region.
- g) Preparing and presenting a budget to the AR Committee for the running of the library. The budget will also include the purchase of new material for the library.
- h) Investigation of new items (usually DVDs) available in the marketplace and recommendation of any purchases.
- i) Provide a lending (and collection) facility at their local Division meeting.
- j) To collect useful printed material, particularly relating to improvement of modelling skills, and to circulate to all Divisions, on an as requested basis.
- k) Monitoring of expenses versus revenue and account to the Treasurer in an accurate and timely way.



AR Department Policies Conventions Department Policy

# E.3. Conventions Department Policy

## E.3.1. Objectives

The objective of the Convention Department is to plan for future conventions and provide continuity between all Region conventions.

### E.3.2. Duties of the Convention Coordinator

The duties of the Convention Coordinator shall be, without limitation:

- a) Seek and encourage interest to hold the Region Convention.
- b) Wherever possible, encourage all Divisions to host a convention.
- c) Prepare for conventions at least 3 years out.
- d) Assist with identifying and support any host convention chairperson and committee.
- e) Act, whenever required, as conduit between the convention committee and the AR Committee.
- f) Keep the AR Committee informed of all future convention needs.
- g) Maintain and distribute the Convention Handbook The handbook is a collection of helpful thoughts and ideas to aid a new convention committee in conducting their convention.
- h) Maintain and distribute the Convention Checklist a spreadsheet with suggested tasks for conducting a convention.
- i) Maintain and distribute a set of pro forma documents that have been used in prior conventions to assist the new committee.



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AR Membership Services

Special Interest Group (SIG) Policy

# E.4. Special Interest Groups (SIG) Policy

This section defines the policies of the NMRA AR Special Interest Group (SIG) Program and provides guidelines to assist interested groups in creating or managing a SIG. The policies defined here are intended to clarify the goals of the NMRA SIG Program and define the relationship between a SIG and the NMRA.

## E.4.1. Objectives for SIGs

A Special Interest Group (SIG) is an independent, not-for-profit, membership group organised to provide a forum for the exchange and collection of railroad prototype and/or model railroad information about specific topics.

### E.4.2. Benefits of SIGs and SIG Membership

While the primary goal of the NMRA SIG program is to provide a useful service for NMRA members, several more immediate benefits arise from this goal. The NMRA benefits SIGs by providing meeting and display space at NMRA conventions and by publicising SIGs. In turn, the SIGs benefit the NMRA by encouraging NMRA membership and by providing specialised groups to NMRA members.

The benefits of the NMRA SIG Program include:

- 1. *Members:* Access to a group of committed model Railroaders for potential members
- 2. **Use of NMRA Trademarks:** An NMRA-only group can apply for permission to use specific NMRA trademarks. For example, an NMRA-only SIG can apply for permission to use the NMRA name as part of their group name. Groups which have an open-membership policy may not use any NMRA trademarks.
- 3. **Convention Participation:** All SIGs are encouraged to participate in NMRA convention activities. Suggested areas of participation include displays, clinics, and tours. NMRA-only SIGs will receive preferential treatment at conventions for space assignments at the discretion of the convention chairman for that convention.
- 4. *Insurance:* Public Liability Insurance to cover all SIG activities for NMRAonly SIGs.



AR Membership Services

Special Interest Group (SIG) Policy

### E.4.3. AR SIG Policy

This policy describes the requirements for the establishment and operations of an AR SIG.

To become an AR SIG, the organisation must comply with the following:

- a) The AR SIG Program is managed by a SIG Coordinator, who is appointed by the AR President. The SIG Coordinator is responsible for maintaining a list of active SIGs, publicising active SIGs in *MainLine*, the AR Website and Scale Rails, and enforcing the policies outlined in this document..
- b) Each SIG will have a SIG Coordinator who is responsible for ensuring that the SIG complies with the AR SIG policies. The SIG Coordinator would normally be the SIG leader.
- c) SIG Coordinators must provide, at least yearly, proof of SIG activity to the SIG Coordinator.
- d) Since each SIG is an independent group, the AR will not
  - 1. Evaluate decisions concerning the operation of the SIG,
  - 2. Determine what interests should be presented by the a SIG,
  - 3. Who should run the SIG, or
  - 4. What manner they serve the interests of their members.
- e) Any AR member may apply to the SIG Coordinator for recognition of a new group as long as that group has a defined interest area related to prototype or model railroading. The AR will not make a judgment on the SIG interest area.
- f) There must be a minimum number of 4 people in the SIG. All SIG members are to be members of the NMRA.
- g) The SIG Coordinator, in association with the AR Committee, will review, at least yearly, whether the AR is comfortable with recommending the SIG to members.

The review will look at the following circumstances:

1. Lack of Reciprocity: The AR will promote each active SIG at least once per year in *MainLine* and on the AR Website and provide a summary of all active SIGs to all new members and existing members as requested. In turn, each SIG, with an open-membership policy, is required to, at least once per year, place a notice in their newsletters recommending to its members that they consider NMRA membership.



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AR Membership Services

Special Interest Group (SIG) Policy

- 2. *Inactivity:* The AR will not recommend any SIG that shows no evidence of activity. If the group publishes a newsletter, it must send a copy to the SIG Coordinator as evidence that it is active.
- 3. *Closed Membership:* Any NMRA member must be allowed to join any SIG recognised by the AR. Therefore, the AR will not recognise a group that will not admit a class of persons, or that limits their total membership.
- 4. *Lack of Accessibility:* The AR will only recognise groups that are available to all persons regardless of geographic location.
- 5. *Hostility:* The AR may withdraw recognition of any group that makes gratuitous, hostile comments, invective or sustained personalised criticism of the efforts or views of the NMRA, the AR, and/or other people, groups, or organisations.
- 6. *For-Profit Organisations:* The AR SIG program only recognises non-profit groups.
- h) SIGs may sell fund-raising items such as painted cars, tee shirts, hats, etc., so long as it is incidental to the purpose of the group.
- i) Funds collected on behalf of a SIG belong to SIG. The AR assumes no responsibility for SIG financial matters.
- Standard Newsletter Disclaimer In order to clearly define the relationship of the SIG to the AR, each issue of a newsletter must contain a statement similar to the following:

The {GROUP NAME} is an independent, not-for-profit group affiliated with the Australasian Region of the National Model Railroad Association (NMRA). The NMRA is not responsible for the actions or publications of the {GROUP NAME}.

### E.4.4. Becoming a SIG

To become an NMRA AR SIG, the organisation must comply with the following:

- 1. Complete an NMRA AR SIG Application.
- 2. Include the most recent newsletter. If no newsletter, an outline of the group's purpose is required.
- 3. New member pack Provide a copy of information that will be included in the AR new member pack and/or the AR website.



AR Membership Services

100% Club Policy

# E.5. 100% Club Policy

### E.5.1. Objectives for 100% Clubs

This policy describes the requirements of a model railway club or organisation to become an NMRA 100% Club within the Australasian Region of the NMRA.

### E.5.2. Benefits of NMRA 100% Club Membership

The benefits offered to the NMRA 100% Club include:

- 1. Access to the comprehensive Region library and resources,
- 2. Participation in all NMRA activities.
- 3. Public Liability Insurance (contact the AR Secretary for details of the coverage).

### E.5.3. Becoming an NMRA 100% Club

To become an NMRA 100% Club, the organisation must comply with the following:

- a) Minimum club membership must be 4 people.
- b) All members of the model railroad club are required to be members in good standing of the National Model Railroad Association, Inc.
- c) It is the club's responsibility, through their secretary or nominated club representative, to ensure all club participants are active NMRA members as the insurance is only valid when *all* members are current NMRA members. Keep in mind expire dates for individual memberships will vary.
- d) The club secretary or nominated club representative shall apply by submitting a list of club members with their NMRA membership numbers and expiration date.
- e) 100% status will be valid for one year from the time that the Secretary of the Region approves the application and issues an expiration date. A completed copy of the approved application will be returned to the club for their records and to be displayed in the club premises.
- f) 100% status is to be renewed annually.
- g) The *MainLine* Editor, AR Webmaster and AR Secretary shall be notified by the club's secretary or nominated club representative so that appropriate recognition can be made in the next available issue of the *MainLine* and on the Region website.



**AR Membership Services** 

100% Club Policy

- h) A qualifying club will receive a plaque noting their achievement.
- i) The secretary of each 100% club will receive a copy of the *MainLine* to be displayed in the club rooms.
- j) The club is required to commit to the goals of the NMRA and display and promote the NMRA at all public events.

**Note:** The Australasian Region's insurance provider requires that every club member be an NMRA member in good standing pursuant to clause D.5.3.b. Clubs are cautioned not to maintain duplicate membership lists to "beat the system". Misrepresentation of club membership rolls can result in cancellation of insurance, possible prosecution for fraud, and possible individual personal liability for all club members and officers.



Education Department

Achievement Program Policy

## E.6. Achievement Program Policy

In simple terms, the Achievement Program (AP) provides an incentive to learn and master the many crafts and skills necessary in the hobby of model railroading. With the completion of each category, you will be issued a certificate acknowledging your achievement.

### E.6.1. Objectives

The objective of the AP program is to assist modeller to learn and to improve their modelling skills.

### E.6.2. AR Achievement Program Process

- a) All current requirements for the Achievement Program are on the US web site at <u>http://www.nmra.org/achievement/</u>. This site is always up to date and has helpful hints for those wishing to take part in the Achievement Program. All the required forms can be downloaded from the site.
- b) Work done for the Achievement Program is normally judged by existing Master Model Railroaders in each state.
- c) Once the paperwork has been completed by the member, it should be submitted to the Achievement Program Manager in their Division. The Divisional manager will then forward to the Regional Achievement Program Manager.
- d) The Regional Achievement Program Manager will then check the application and supporting paperwork and sign Achievement Program chair approval section if correct. He must also ensure that the applicant and judges are financial members.
- e) The application and supporting paperwork is then forwarded to the National Vice Chairman for final approval.
- f) When paperwork and application forms are approved and returned, the paper work is then numbered in sequence.

The first Australasian Achievement Program Award was number one, there are now more than 230.

- g) Record the award in the Achievement Program Awards database and the National Executive Assistant Manager in the USA is advised.
- h) The supporting paperwork will be kept for 12 months and them destroyed or returned if appropriate to the applicant.



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**Education Department** 

Achievement Program Policy

- i) The Achievement Program certificate will be presented at the next meeting (Division or Region as appropriate).
- j) Information on AP Awards in the Australasian Region are presented on the AR web site



Education Department

Contests

# E.7. AR Contests Program

### E.7.1. Objectives

The objective of the contests program is to give the members a positive and rewarding learning experience.

It is important that when a modeller enters any AR sponsored and sanctioned model and photo contest that they are testing their skills as a modeller or photographer against themselves. They will be judged on their efforts, not judged against another model or photograph.

Judges are chosen carefully by the Manager and must include at least one Master Model Railroaders (MMR). At least three judges will judge each item with a consensus result being provided. The AR contest judges will follow a set of guidelines set up for the Achievement Program and NMRA contests.

The judges will provide each entrant with specific positive comments on each item, stressing how the modeller may improve on the work submitted.

### MID-EASTERN REGION EXECUTIVE HANDBOOK TABLE OF CONTENTS

Section	Title	Date of Latest Revision	
1	Articles of Amendment and Restatement	10/85	
2	MER Bylaws	6/05	
3	Position Descriptions	Varies with section	
4	Creating Divisions	8/07	
5	Policies	4/07	
6	Convention Handbook	Being rewritten	
7	Division Superintendent's Handbook	8/08	
8 A/B	Appendix – History	8/07	
9	MER Administrative/Management Calendar	8/08	

#### MID-EASTERN REGION EXECUTIVE HANDBOOK SECTION 1 – ARTICLES OF AMENDMENT AND RESTATEMENT

(Note: Section 1 of the MER Secretary's copy of the Executive Handbook contains copies of various documents relating to the organization's 501-c-3 status with the U.S. Internal Revenue Service. They do not exist in "electronic form". If you want copies of these documents, you can obtain them by contacting the MER Secretary [contact information is in any issue of The Local].)

#### MID-EASTERN REGION EXECUTIVE HANDBOOK SECTION 2 – MID-EASTERN REGION BYLAWS

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#### **INTRODUCTION**

The Mid-Eastern Region was rechartered by the State of Maryland on June 5, 1985, and received eleemosynary recognition from the Internal Revenue Service on October 17, 1985. These two dates should be used for future business purposes.

The MER Board of Directors met on March 1 and 2, 1986, and during the subsequent six months in unique planning sessions. The sessions were devoted to reviewing the past 20 years' worth of old records, board motions, policy statements and the Bylaws to determine if actions, policy or precedents set by the "old" company would no longer apply except as specifically adopted by the "new" company. The Board identified regional objectives and adopted pertinent "old" policy or stated "new" policy which will help to achieve the goals.

Also, the Board created and approved the adoption of the Executive Handbook which will contain all of the MER policy statements and a copy of the MER vital records. This publication is to be issued to the MER officers and used by them as the guidelines for the administration and operation of the region.

Further, the Board created and approved the adoption of the objectives which are listed as follows:

#### **REGIONAL OBJECTIVES**

- Expand interest in and publicize the hobby of model railroading.
- Promote membership growth.
- Sponsor at least one convention per year.
- Operate on a balanced budget.
- Improve and publicize contest judging standards and procedures.
- Support the national Achievement Program.

All Bylaw amendment changes occurring since the October 1985 Restatement shall contain the date the amendment change was approved by the membership and placed at the end of the amendment.

When an amendment of the Bylaws occurs, that page should be updated and sent to the holders of this manual with the revision date on that page. If this method becomes a problem, the change will be made and the entire Bylaws Section will be sent to holders of the Executive Handbook. (6/05)

This latest version of the MER Bylaws was published for approval in the March-April 2005 issue of **The Local** (the MER newsletter), and was subsequently approved by the MER membership via a ballot vote.

## **MID-EASTERN REGION BYLAWS**

The Mid-Eastern Region, NMRA, Inc. (A Maryland Corporation)

#### **ARTICLE I** Name, Purpose and Boundaries

**Section 1**. This organization shall be known as the Mid-Eastern Region, NMRA, Inc., and is established under the provisions of the Regulations of the National Model Railroad Association.

**Section 2**. The purpose of the Region is to further the objectives of the National Model Railroad Association as set forth in the Regulations of that Association. (6/05)

**Section 3**. (Deleted) (3/01)

**Section 4**. The territory encompassed by this Region shall be as designated in the National Model Railroad Association Regulations. Changes to the Region boundaries can only be made by the NMRA Board of Directors. (3/01) (6/05)

#### **ARTICLE II** Membership, Fees and Publication (6/05)

#### Section 1. Definition

All NMRA members residing within the boundaries of the MER are regular members of the MER. NMRA members residing outside the boundaries of the MER are not members of the MER. Non-NMRA members are not MER members. (6/05)

#### Section 2. Privileges

Membership in this Region shall include the following privileges: The right to hold office (if residing within Regional bounds), to vote on public questions, the right to attend all public meetings, and the opportunity to receive all regional publications. (6/05)

Honorary Life Membership in the Mid-Eastern Region is limited to the right to receipt of all Regional publications and the right to attend all public meetings. (9/87)

#### Section 3. Subscriptions and Fees (6/05)

- A. Deleted (6/05)
- B. Deleted (6/05)
- C. Deleted (8/93)
- D. Deleted (6/05)
- E. Deleted (11/97)
- F. In the absence of dues per se, a subscription to **The Local** may be obtained at a cost to be determined by the Board. Any NMRA member may subscribe to **The Local**.
- G. Former MER Life membership is hereby converted to a lifetime subscription to **The Local**. No further lifetime subscriptions are offered.
- H. At the discretion of the MER Board of Directors, other fees may be charged for optional activities and services.
- I. Deleted (8/04)

#### Section 4. Member Publications (6/05)

There shall be an official bulletin of the Region to be known as "**The Local**", publication of which shall be at least four (4) times annually. Publication of notices in **The Local** shall constitute official notice to the membership as required by the Bylaws.

#### ARTICLE III Membership Meetings

#### Section 1. Annual Meeting

The Annual Meeting of the Region shall be at the Fall Convention unless otherwise designated by the Board of Directors. The Annual meeting is open to all members at no cost. (6/05)

#### Section 2. Special Meetings

A Special Meeting shall be any meeting called as hereinafter provided for the purpose of considering any particular or special business. Only such particular or special business may be considered at a Special Meeting. Upon their own motion, or upon the petition of ten percent (10%) of the members of this Region, but not less than twenty five (25) such members, directed to them, the Board of Directors may call such Special Meetings as appear necessary. (6/05)

#### Section 3. Notification

The Secretary shall ensure that notices of the Annual Meeting or Special Meetings are sent to the members (or printed in the regional publication) at least 30 days prior to the date of such meeting. Announcement will be deemed sufficient notice when sent to the last address given to the office of the Region by the member. (11/97) (6/05)

#### Section 4. Quorum

At the Annual Meeting and at any Special meeting twenty five (25) such members constitute a quorum for the transaction of business. (11/97)

#### Section 5. Rules

The rules contained in Robert's Rules of Order Revised shall govern the meetings in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of this Region. (11/97)

#### Section 6. Financial Responsibility

No individual, club, division or organization other than the Mid-Eastern Region, NMRA Inc., shall bear any loss from any event except when such event is held in conjunction with a National Meeting or held jointly with another National Model Railroad Association Region, providing that the event is properly contracted in accordance with the Mid-Eastern Region Handbook. (11/97)

#### ARTICLE IV Elections, Eligibility, Nominations and Ballots (6/05)

#### Section 1. Elections

- A. All Officers and Directors of this Region shall be elected for two (2) year terms. Elections shall be held annually with the three (3) Directors-at-Large elected on the **ODD** numbered years and the four (4) Officers elected on the **EVEN** numbered years. They shall take office at the close of old business at the Annual Meeting following their election and shall hold the office for two (2) years, or until their successors are elected and qualified. (11/97)
- B. No two Offices listed in Article VI, Section 1A., may be held by the same person, nor may the President, Vice President, Secretary or Treasurer hold the position of Business Manager, except as may be required on a temporary basis. If a member of the Board is elected to another position and still have an unexpired term, he shall resign his former position.
- C. No Officer or Director may hold the same office for more than two consecutive terms, except that the Office of Treasurer is limited to five consecutive terms. (3/01)
- D. Any elected Officer may be removed from Office by a two-thirds (2/3) vote of the members present at the Annual Meeting or a Special Meeting called for that purpose, upon written complaint to any Director of ten (10) or more regional members expressing misfeasance, malfeasance or nonfeasance of Office.
- E. The holder of any office listed in Article VI, Section 1, who, at the roll call of a meeting, is absent for the third consecutive time shall be considered as having resigned the office. If a valid written reason is on hand at this time, such action may be held in abeyance by a unanimous vote of the Board of Directors at this third consecutive meeting. Multiple meetings held on the same day or at the same conference shall, for attendance purposes, be considered one meeting. (9/87)

- F. Any officer may be excused from attending a scheduled meeting by submitting reasons in writing to the President two (2) weeks prior to the meeting. Any combination of excused and unexcused absences resulting in three consecutive missed meetings shall be treated under ARTICLE IV, Section 1, E. (9/87)
- G. If an officer resigns, dies or becomes incapacitated before the end of their term the President shall appoint a successor to fill the unexpired term, subject to the consent of a majority of the remaining Board of Directors. (3/01)

#### Section 2. Eligibility (6/05)

Only a member of the MER who resides within the boundaries of the MER may run for or hold an office or appointed position in the MER. Inasmuch as officers must reside within MER boundaries, any relocation outside of MER will be considered as automatically vacating the office.

#### Section 3. Nominations

- A. A Nominating Committee consisting of a chairman and two (2) members shall be appointed by the President to examine and nominate candidates for Officers and Directors of the Mid-Eastern Region, NMRA, Inc., and in conformance with policy, the nominations must have the approval of the nominee and be accompanied with a photograph and a statement of not more than 200 words. (3/01) These statements must be received by the committee by close of nominations for communication to all members. (6/05)
- B. Nominations may also be made by petition, signed by at least twenty five (25) members. Each petitioner must supply proof of membership. Such petition must include a signed statement from the nominee indicating his approval and listing his qualifications. Also included shall be a statement of not more than 200 words and a photograph to be printed in the Ballot Issue of The Local regional publication. (11/97)
- C. Balloting shall be by mail. The ballot will be designed to deter fraudulent duplication. (3/01)
- D. The Ballot Committee shall report the results of the election in writing to the President and the Director assigned to the committee. (11/97) (6/05)
- E. Candidates receiving a simple plurality of votes shall be declared elected.
- F. A schedule for nominations, petitions, ballot and election results may be found in Policies, Article VI. (11/97)
- G. The Ballot Committee shall also mail and tabulate any special mail ballots as authorized by the Board of Directors.

#### Section 4. NMRA Director (Deleted)(6/05)

#### ARTICLE V Officers

**General:** All Officers must be at least twenty one (21) years of age and be eligible for bonding as may be required by the Board of Directors. In addition, the President must have served at least one full term in some ELECTED office of the Region Board of Directors, previously. (3/01) All officers must reside within MER boundaries. (6/05)

#### Section 1. President

The President shall perform the usual duties of President and shall preside at all meetings. The President shall appoint or change the Chairs of all committees with the exception of the Regional Achievement Program Chair. The President shall submit a report of the Region's activities for the year at the Annual Meeting. The President or his designee shall represent the MER on the Regional Advisory Council of the NMRA (3/01) (6/05)

#### Section 2. Vice President

The Vice President shall be an aide and assistant to the President in any way possible and shall assume the duties of the Office of the President during his absence or upon his request. The Vice President shall represent the Divisions at the Board of Directors meetings. (3/01)

#### Section 3. Secretary

The Secretary shall keep the minutes of all official meetings, shall sign, countersign or attest all official papers of the Region, and perform the usual duties of a Secretary. The secretary shall be responsible for the records and legal documents of the Region except for the membership and financial records. Other duties include being responsible for the maintenance, updating and distribution of the change pages of the Executive Handbook. The secretary shall be responsible for general communications and correspondence for the Region and shall see that proper notice is given of meetings as directed by the President and shall provide for general communication for the Board of Directors and Advisory Council to be sent as necessary. (3/01)

#### Section 4. Treasurer

- A. Shall keep a record of all funds received and paid out by the Region. Shall submit a Financial Report to the President and other reports as requested at each board meeting. The treasurer shall balance the books prior to the Annual Meeting and present a Financial Statement in writing at the Annual Meeting. (3/01)
- B. Shall ensure that all money is deposited promptly in accounts maintained for that purpose in convenient banks; all accounts shall be joint requiring a single signature of the Treasurer, President, or Secretary. (6/05)
- C. Shall see that the proper signatures are placed on all accounts with each change in administration promptly.
- D. Shall pay immediately all vouchers from the various committee chairmen up to the budgeted amount. All vouchers beyond this must have approval of the Board of Directors.

#### Section 5. Director

- A. Shall be responsible for the activities of the Standing Committees assigned by the President and shall present a consolidated report of their activities in writing at the Annual Meeting. (3/01)
- B. Shall assume whatever other duties as may be assigned to each by the President.

#### **ARTICLE VI** Board of Directors

#### Section 1.

- A. The Board of Directors of the Mid-Eastern Region, NMRA, Inc., shall consist of the four (4) Officers: President, Vice President, Secretary, Treasurer, and the three (3) Directors at Large. (1/90) (6/05)
- B. The order of presidential succession shall follow the order as set forth in Section 1A. in this article. The directors' succession order shall be based on their plurality in the last election.
- C. Deleted (**3/01**) (6/05)
- D. In the event of a vacancy on the Board not covered by (A) or (B), the President will, with the approval of the Board, appoint a replacement to fill out the vacated term. (6/05)

#### Section 2.

The Board of Directors shall hold the legal title of all property and monies of the Mid-Eastern Region, NMRA, Inc., in trust for its members. Each BOD member shall be required to submit an annual budget by collaborating with the committees they are managing in order to regulate future Treasurer's payments. They shall forward their requests to the Budget Committee Chair by a date decided by the Treasurer. (3/01) (6/05)

#### Section 3.

There shall be at least two (2) meetings per year of the Board of Directors of the Region. These meetings shall be held at such time and place as directed by the President. Upon petition of any three (3) members of the Board of Directors, additional meetings of the Board may be called as necessary, or to fix the date and time of a meeting in the event the President fails to do so. (11/97)

#### Section 4.

Only those listed in Article VI, Section 1., A., shall vote on actions taken by the Board of Directors. (1/90) (6/05)

#### Section 5.

No Officer or Director, shall receive any compensation or gratuities for his services, except that the President may receive a complimentary room during MER conventions. At the discretion of the Board of Directors, reimbursements for transportation, lodging and incidentals when incurred on official Mid-Eastern Region business may be authorized. (11/97) (6/05)

#### Section 6.

No Officer or Director shall chair any standing committee except as may be required on a temporary basis. (3/01)

#### Section 7.

No Officer or Director shall participate in any business associations or any decision-making actions of the Board from which they or any family members would profit personally.

#### Section 8.

There shall be an official publication of the Region known as the "MER Executive Handbook" which will contain a copy of the MER vital records, the Internal Revenue Service 501(c)(3) statement, operating procedures, and all MER policy statements. The MER Executive Handbook shall be issued to each Officer and Director and is to be used by them as the guidelines for the administration and operation of the Region. Each Officer and Director shall be responsible for turning over the MER Executive Handbook to their elective successor to that office. (11/97)

#### ARTICLE VII Business Manager

#### Section 1.

- A. A Business Manager shall be appointed by the President with the concurrence of a majority of the Board of Directors. The Business Manager shall sit on the MER Board of Directors as a non-voting member and shall receive and dispense counsel on all matters relating to the operation of the business office. (3/01)
- B. The Business Manager shall maintain such membership records as required for reporting purposes, subscriptions to **The Local**, etc. Funds received will be deposited on a timely basis. (3/01) (6/05)
- C. The Business Manager shall submit a budget to operate the office prior to a date established by the Treasurer. (3/01) (6/05)
- D. The Business Manager shall perform other duties as may be directed by the President. (3/01)
- E. This position will not be considered for purposes of a quorum, succession, or asset trust of the MER. (11/97)

F. The Business Manager shall receive no compensation or gratuities for his/her services. At the discretion of the Board of Directors, reimbursements for transportation, lodging and incidentals when incurred on official Mid-Eastern Region business may be authorized. (11/97)

# ARTICLE VIII Standing Committees

# Section 1. Committees

Standing Committees are those permanent committees that carry out the normal operations of the Region. They will be established by the BOD and listed in Policy Section IX. (3/01)

## Section 2. Chairs

- A. Committee Chairs shall be resident members of the MER. Committee Chairs are appointed by, and serve at the pleasure of the MER President. Each appointment will be approved by the Board. As with the officers noted above, relocation outside of MER boundaries shall be considered automatic vacating of the position. (6/05)
- B. The President will designate an elected official to whom the chairs will report. The chairs will file a written report of the yearly activities with the official prior to the Annual Meeting so that the designated official can report to the membership. The President may change committee chairs if he feels it to be in the best interests of the Region. (3/01)
- C. Annually, the Budget Committee will be responsible for receiving operating budget requests and requests for special projects. They shall evaluate the requests and develop a sensible operating budget proposal and present it to the Board of Directors at their annual budget meeting. (11/97)

## Section 3. Audit Committee (6/05)

The President shall appoint an Audit Committee of two or more members. The committee will:

- A. Conduct an audit of the Region's financial books and statements at least every two years, or whenever there is a personnel change in the office of the Treasurer.
- B. When appropriate, recommend changes in the Region's financial practices and procedures.
- C. Report the results of the foregoing work at the first Board meeting after the audit.

The following individuals may not serve on the Audit Committee: Board members, the Business Manager, and anyone involved in investing the Region's money.

# ARTICLE IX Special Committees

# Section 1.

Any committee may be created by the President as the need arises, and will be known as a Special Committee.

# Section 2.

The appointed chair will report directly to the President as necessary. (3/01)

## Section 3.

A Special Committee will be disbanded upon completion of its duties or sooner at the direction of the President.

## Section 4. (Deleted) (11/97)

# ARTICLE X Divisions

## Section 1.

This Region may be subdivided into Divisions to facilitate the objectives of the Region. Divisions will be assigned numbers when chartered. Article 8, Section 8, of the NMRA Regulations describes how Region boundaries may be changed. (6/05)

## Section 2.

Divisions shall provide themselves with a set of Bylaws consistent with that of the N.M.R.A. and the Mid-Eastern Region. Divisions shall be free to conduct their own business in conformance with the purpose of this Region (Article I, Section 2) and be subject to the regulations set forth by the Board of Directors of the Mid-Eastern Region. Divisions may not perform in conflict with any action or principles of this Region, and any question regarding same will be determined by the Mid-Eastern Region Board of Directors. (11/97)

#### Section 3.

A Division Superintendent shall be in charge of each division, with other officers being elected as required. The Superintendent and other Officers shall be elected by the members of the Division in which they reside, pursuant to the Constitution and/or Bylaws of the Division.

## Section 4.

Division Superintendents are not voting members of the Mid-Eastern Region Board of Directors. (3/01) (8/04)

## Section 5.

All Officers and members of the Division shall be members of the National Model Railroad Association and the Mid-Eastern Region. (11/97)

## Section 6.

The Division Superintendent shall submit a written financial and activities report of the Division to the Vice President prior to the Annual Meeting and shall keep **The Local** informed of Divisional activities as they transpire. (6/05)

## Section 7.

When chartered, divisions will be assigned boundaries by the MER Board of Directors. (6/05)

## Section 8.

Divisions or interested groups of individuals may request changes in divisional boundaries via a letter to the MER Secretary. Proposals for change will be published in **The Local**. If no adverse comments are received in a period of time set by the MER Board, the MER Board of Directors will vote (yes or no) on the proposal. If adverse comments are received, an attempt will be made to poll the individuals affected by the change before the MER Board of Directors votes (yes or no) on the proposal. (6/05)

## ARTICLE XI Advisory Council

## Section I.

- A. An Advisory Council to the Board of Directors shall consist of the immediate Past President, the Standing Committee chairs and other committee chairs as may be appointed by the President, the Business Manager and the Division Superintendents.
- B. The Advisory Council may be called to meet in conjunction with the mandatory meetings of the Board of Directors at the direction of the President and at such other times as ordered by the Board of Directors.

# ARTICLE XII Amendments

## Section 1.

Amendments to these Bylaws may be made at the Annual Meeting, at a Special Meeting called for such purpose, or by mail ballot authorized by the Board of Directors but any proposed amendments shall be submitted to the members with notice at least thirty (30) days before for such vote.

## Section 2.

Any notice to a member shall be deemed sufficient if sent to the last address given to the Business Office of this Region by such member. (3/01)

## Section 3.

Voting may be by proxy, provided, however, that such proxy notice shall be mailed directly to the Secretary by the person giving the proxy at least ten (10) days prior to such meeting.

## Section 4.

A majority of the votes cast shall be necessary for the adoption of any amendment.

## ARTICLE XIII Dissolution (11/97)

Dissolution of this Region shall occur whenever one of the following events occurs:

- 1. A motion for dissolution is adopted in the same manner as is provided for the establishment of a Region as stated in the NMRA Constitution.
- 2. Whenever a twelve-month period has elapsed and no meetings of the Region Board of Directors, or Annual or Special Meeting has been held.
- 3. The NMRA withdraws the rights of the Region to function.

Upon dissolution of this Region, the last elected officers and directors shall wind up the affairs of the Corporation within one month of the dissolution and shall promptly make payment of all liabilities of the Region and forward the remaining assets of the Corporation exclusively to the NMRA. Disposition of the assets shall be such so that no member of the Region shall receive any of the assets. However, if the named recipient is not then in existence or is no longer a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of the Corporation shall be distributed to a fund, foundation or Corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

The End

# MID-EASTERN REGION EXECUTIVE HANDBOOK SECTION 3 – POSITION DESCRIPTIONS

# **Table of Contents**

Position	Date of Latest Revision (TBW = to be written)
President	TBW
Vice President	TBW
Secretary	6/07
Treasurer	TBW
Member – Board of Directors	7/08
Achievement Program Manager	8/07
Archivist	6/07
Auction Chairman	TBW
Ballot Committee Chairman	6/07
Budget Committee Chairman	6/07
Business Manager	6/07
Merchandise Sales People	3/08
Clinic Committee Chairperson	8/07
Contest Chairmen General Model Photo Arts & Crafts	11/01 11/01 2/03 11/01
Convention Chairman	TBW
Editor and Publisher – <b>The Local</b>	6/07
Nominating Committee Chairman	6/07
Photographer	TBW

#### Mid-Eastern Region (MER) Secretary

Elected by: MER Members Reports to: President

**Position Summary:** 

Responsible for the draft agenda for meetings of the MER Board of Directors, the official minutes of MER Annual (membership) Meetings, the official minutes of MER Board meetings, the Executive Handbook, the Roster, and the Staff News. Responsible for the current records and legal documents of the MER except for membership and financial records. (Note: superceeded and obsolete material of historical significance will be turned over to the Archivist.)

Specific Responsibilities:

- 1. Secretary to the Annual Meeting of MER members: insert an advance notice in *The Local* informing members as to the time and place of the Annual Meeting, attend the meeting, take minutes, circulate a signup sheet at the meeting to record who was present for quorum determination purposes.
- 2. Member of the MER Board of Directors: attend all board meetings, taking an active part in the deliberations and voting.
- 3. Draft agenda for meetings of the MER Board: solicit agenda items from meeting participants and others as appropriate, prepare and distribute written agenda based on the foregoing input.
- 4. Minutes of the MER Board of Directors: take minutes of MER board meetings, distribute draft minutes for review and comment, maintain "official" set of minutes which record actions of the MER board, circulate a signup sheet at board meetings to record who was present for quorum determination purposes
- 5. MER Executive Handbook: maintain the master copy of all sections of the Handbook, distribute copies of revised sections to MER board members and others as appropriate, initiate updating when needed.
- 6. MER Roster: maintain and distribute a roster which gives names and contact information for MER officers, board members, key committee chairmen, division superintendents, and division AP coordinators.
- 7. Staff News: in advance of each board meeting, assemble and distribute a newsletter which covers items of potential interest to officers, board members, and division superintendents. (Other things being equal, the focus here is on items that did not appear in *The Local*, or which may need clarification.)
- 8. Budget: on request from the Treasurer, prepare and submit a budget request for the following fiscal year, notify the Treasurer if any significant deviation from the approved budget appears likely.

## **Member – Board of Directors**

#### Elected by: MER Members

The MER Board of Directors consists of the four Officers (President, Vice President, Secretary, and Treasurer), plus three Directors at Large. Duties and responsibilities fall into three broad categories, as outlined below.

## **General Responsibilities – All Members**

The MER Board of Directors has the overall responsibility for the MER and its activities and operations. Each of the seven members of the board has responsibilities similar to those in any nonprofit organization. Using the terminology found in advisory literature:

- 1. "Duty of Care" paying attention too what's going on, taking action when needed.
- 2. "Duty of loyalty" avoiding conflict of interest, putting the organization's interests ahead of one's own.
- 3. Responsibility to further the mission of the organization.

More specifically, for the MER, each board member should:

- 1. Become generally familiar with the MER Executive Handbook.
- 2. Be guided by the fact that they were elected by the MER membership as a whole not just one Division or geographical area.
- 3. Before each board meeting, communicate with the MER Secretary about needed agenda items (the Secretary will send a request for this information).
- 4. If they plan to make a motion, send it out to other board members (with background information, if appropriate) in advance of the meeting.
- 5. Attend all meetings of the MER Board of Directors. Come prepared to deliberate and vote on the issues to be presented that do not involve a personal conflict of interest.
- 6. Attend the MER Fall Convention (at which the MER Annual [i.e. membership] Meeting is held).

## **Specific Personal Responsibilities**

Each of the four Officers has specific responsibilities associated with their office (for example, the President presides at meetings, the Secretary takes minutes, etc.). These responsibilities are detailed elsewhere in this EHB chapter.

#### **Responsibility for Assigned Activities and Standing Committees**

Each MER activity or Standing Committee will be assigned to a board member by the MER President. That board member will:

- 1. Become familiar with the workings of each assigned activity (for example: Ballot Committee, Photo Contest, etc.) to permit carrying out item 2, below.
- 2. Represent that activity to the rest of the MER Board of Directors.
- 3. Assist the person responsible for that activity, as appropriate.
- 4. While performing items 2 and 3 above, avoid micromanaging.
- 5. With help from the President, actively recruit people to head up the activity when a vacancy occurs.
- 6. Produce an EHB job description for the person responsible for the activity. Update as necessary.
- 7. Prepare a report for the annual meeting (see Bylaws V-5)

#### **Achievement Program Manager**

Appointed By:	MER President.
Reports To:	Eastern North American Representative, NMRA.

#### **Position Summary:**

The Regional AP Manager is responsible for implementing, administering, managing and supervising the National Model Railroad Association (NMRA) Achievement Program (AP) for the Mid-Eastern Region by performing the duties described in Section J.3.2 of the NMRA Executive Handbook, "National Model Railroad Association Achievement Program Operating Procedures".

#### Nature and Scope:

The Achievement Program Manager is responsible for becoming familiar with and following the duties as described above; and assisting the Divisional AP Chairperson in each of the active divisions in the Region. The AP Manager receives and reviews for content and completeness; all regional AP applications and if approved, forwards the application to the National AP Chairperson for processing. The AP Manager presides over the distribution of the AP certificates to the award recipients through the Divisional AP Chairpersons, or by mail or at the Regional convention awards ceremony.

Divisional AP Chairpersons are appointed by the Divisional Superintendents with the advice of the Regional AP Manager as needed.

The AP Manager should be responsible for developing a regional publicity program for encouraging wider membership participation in the Achievement Program; and publicize diligently the AP in the LOCAL and at regional, divisional, club and small individual gatherings.

The AP Manager should keep a record of all finances incurred with the promotion and administration of the regional Achievement Program.

The program should be administered with a positive attitude towards "How can we help you qualify for an award?" A positive emphasis should be stated by fostering a "Thank you for spending your time volunteering, authoring, being an officer, etc., here is a token of our esteem".

#### **Principal Accountablilities:**

- 1.) Keeps the regional President informed of the AP activities at all times.
- 2.) Prepares reports at regular intervals to the Board of Directors.
- 3.) Prepares an annual operating budget request to cover all anticipated expenses.

## Archivist

Appointed by:PresidentReports to:Director Assigned to Oversee the Archivist

Position Summary:

Responsible for maintaining the historical written records and historical materials belonging to the Mid-Eastern Region (MER) in a safe and orderly manner.

Nature, Scope, and Principal Accountabilities:

- 1. Maintain a catalog of all archival materials so they can be found readily.
- 2. Actively solicit prototype and model plans for inclusion in the archives.
- 3. Promptly copy and mail plans and articles from the archives to MER members who so request.
- 4. At regular intervals, write a short column for The Local (such as: In the Region 30 Years Ago").
- 5. Prepare, for publication in The Local, a complete list of available plans.
- 6. Periodically showcase one plan by submitting it for publication in The Local.
- 7. Prepare an annual budget request to cover anticipated expenses for the coming year.

## **Ballot Committee Chairperson**

Appointed by: President Reports to: Assigned Director

Position Summary:

Receive, tabulate, and report a true and accurate counting of the ballots cast in any Mid-Eastern Region election.

Principal Accountabilities:

- 1. Provide input, as needed and appropriate, to the Nominations Chairperson on the format of future ballots.
- 2. Receive and tabulate ballots of MER elections.
- 3. Communicate the results of each election to the President and the Director assigned to the Ballot Committee.
- 4. Retain the ballots until notified that their destruction has been authorized by a vote of the MER Board of Directors.
- 5. Prepare an annual budget request to cover anticipate expenses for the year to come.

Reference:

MER Bylaws, Article IV

#### **Budget Committee Chairperson**

Appointed by:PresidentReports to:Board Member Assigned by the President

Position Summary:

Responsible for developing an annual operating budget for the Mid-Eastern Region in an orderly and professional manner, and for presenting and justifying it to the MER Board of Directors.

Principal Accountabilities Include:

- 1. Recruits/appoints Budget Committee members.
- 2. Receives budget input from responsible people for regular operations and special projects. (The Treasurer sends out the requests for budget input.)
- 3. With the Budget Committee's assistance, compiles a budget for the following fiscal year for presentation to the Board of Directors at the annual budget meeting.
- 4. Keeps the assigned board member and the Treasurer informed of progress and any problems concerning the budget process and the Budget Committee activity.
- 5. Notifies the President when the budget is ready for presentation, and mails a copy to each member of the Board of Directors 10-14 days before the annual budget meeting.
- 6. Compiles, at least, an Annual Report for the Board of Directors and the membership.

# **Business Manager**

Appointed By: President Reports To: President (Management) and Treasurer (Financial)

Position Summary:

Responsible for maintaining the membership and newsletter subscription rosters and performing the business office operations for the Mid Eastern Region in accordance with Article VII, Section 1 of the By-Laws.

Nature and Scope:

The Business Manager is required to receive payments for newsletter subscriptions, donations, purchases of salable items and other payments to the Mid Eastern Region; record new and renewal newsletter subscription applications; maintain an appropriate up-to-date member roster; make routine payment bank deposits and report all financial transactions to the Treasurer; maintain adequate supplies of designated salable items and essential items applicable to the operation of the region's business office; and distribute salable items or notify other responsible parties for appropriate distribution; and provide membership and subscription address lists for publications, newsletters, ballots, etc.

Principal Accountabilities:

- 1. Keeps the Treasurer informed of all financial transactions and the President and Treasurer of any problems concerning the operation of the business office.
- 2. Maintains membership and subscription records, keeping the rosters current with changes reported by individuals, Division Management and/or NMRA headquarters staff.
- 3. Prepares an annual budget request to cover any anticipated expenses for the year to come and periodically submit an Expenses Payment request for those expenses incurred.
- 4. Prepares various Financial and Membership Reports for the Treasurer and the Budget Committee Chair for the Annual Meeting report.
- 5. Provides up-to-date mailing lists to **The Local** printing contractor for newsletter and ballot mailings.
- 6. Reports membership news of interest to **The Local** editor for publication in a periodic column.
- 7. Provide membership and financial information for Mid Eastern Region Board meetings and/or participate in requested studies for the Mid Eastern Region Board, or Division Management.

## MER Merchandise Sales People

## **Position Summary**:

Commission, order, receive, store, and ship custom painted model railroad cars and other merchandise items. Keep appropriate records and report to the MER Board of Directors, as appropriate.

Merchandise items are commissioned and sold primarily as a service to MER members, and secondarily as a modest fundraiser.

#### Principal Accountabilities - Manager:

1. Identify reasonable possibilities for commissioning additional offerings such as cars and buildings. Ideally, prospective offerings:

- Will have a connection to the MER (in the case of cars).
- Should not duplicate something that is commercially available.
- Should sell for a competitive price, and should sell within a reasonable period of time.
  - Within reason, should be prototypically accurate.
- 2. When directed by the MER Board of Directors, order the items to be sold.
- 3. Place appropriate advertising in **The Local**.
- 3. Place pro bono advertising in appropriate model railroad publications.

#### **Principal Accountabilities – Sales Agent**

- 1. Receive orders for customers and other merchandise items.
- 2. At regular intervals, forward the orders to the MER Business Manger.

#### **Principal Accountabilities – Distributor**

- 1. Receive and store cars and selected other items to be sold.
- 2. When notified by the Business Manager, ship individual sale items to purchasers.
- 3. As appropriate, request reimbursement from the MER Treasurer for expenses incurred.
- 4. Supply items to be sold in the NMRA Company Store at the annual NMRA Convention, and in the Company Store at MER conventions.

#### **Related Accountabilities – Others**

Several additional people participate in the foregoing process as part of their overall responsibility:

MER Business Manager

- 1. Deposits money received for merchandise in the bank account designated by the MER
- Treasurer. Sends information related to the deposit to the Treasurer.
- 2. Maintains the inventory of pins, patches, and mugs, and ships them to fill orders.
- 3. Makes CD's of back issues of *The Local* when an order is received, and ships them to the buyer.
- 4. Notifies the Distributor (see above) when and where to ship car kits.

5. Notifies the building kit supplier when and where to ship building kits (these are made to order - i.e. there is no inventory).

6. Reports to the Board of Directors at regular intervals on merchandise sales activity and the status of inventories.

MER Treasurer

1. Maintains merchandise sales financial records, product by product, and reports to the MER Board of Directors at appropriate intervals.

#### **Clinic Committee Chairperson**

Appointed by:	President
Reports to:	Board member Designated by the President

#### **Position Summary:**

Responsible for: searching and acquiring new clinics and clinicians (both rail and non-rail); maintaining and upgrading the roster of available clinic subjects and clinicians for MER conventions; investigating clinic topics elsewhere (other regions and national) for use at MER conventions; providing this information to each region convention committee and to any divisions that ask for it.

#### Nature and Scope:

The Clinic Committee Chairperson is required to promote and assist in the use of good clinics at MER conventions. He/she participates actively with host convention committees to assure a balanced program.

A "clinic" may be a program in an educational, informative, or entertaining format for any size audience. The clinic may be a "how to" demonstration, a "show and tell" project, a tape/slide program, a movie, a lap top presentation, or a combination of these techniques, with emphasis on the "hands on, make-it-and take-it" variety.

Principal Accountabilities:

- 1. Keeps to Director informed of progress or any problems concerning the clinic program.
- 2. Promotes recognition for the clinicians through the use of certificates and/or plaques.
- 3. Makes sure the clinicians do their paperwork for AP author points.
- 4. If necessary, prepares an annual budget request to cover any anticipated expense.
- 5. Communicates the needs of the clinic program to the membership either through **The Local** or in person at regional or divisional gatherings.

## **General Contest Chairperson**

Appointed by:PresidentReports to:Board Member Designated by the President

## **Position Summary:**

Responsible for coordinating, administering, and supervising the official Model, Photography, and Arts and Crafts contests and Mid-Eastern Regional (MER) conventions.

## Nature and Scope:

The General Contest Chairperson is responsible for supervising the overall contest structure at MER sponsored conventions, including the activities of the Model Contest Chairperson, the Photography Contest Chairperson, and the Arts and Crafts Contest Chairperson. He/she must be well organized and efficient, and computer literate, and must exercise good management skills, and must delegate authority. He/she must be well versed in the judging procedures used by the National Model Railroad Association and the Mid-Eastern Region. He/she must be able to skillfully arbitrate any controversy that may occur during the judging process of all contests, and must be recognized as a superior modeler in his/her own right.

## **Principal Accountabilities Include:**

- 1. Assists, as needed, in the recruitment of other contest chairpersons.
- 2. Recruits qualified judges for judged Model contests (including "apprentice judges" to help build a pool of judging talent for the future).
- 3. Appoints a Chief Judge for each model contest. The GCC may take on this job if he/she so desires.
- 4. Holds a briefing session with the judges before the Model Contest begins.
- 5. In consultation with the Model Contest Chairperson, arbitrates disputes arising out of the model Contest.
- 6. Assures that NMRA and MER judging guidelines and procedures are provided and followed.
- 7. Recruits other volunteers, as needed, as needed to help in the contest room.
- 8. Insures that an appropriate photographer will be present to take pictures of at least the Model Contest winners. (First choice normally is the MER Official Photographer)
- 9. Publicizes all contests in one or more issues of *The Local* well in advance of each MER convention. Where appropriate and practical, supplies similar information to editors of appropriate division newsletters.
- 10. Secures contest supplies for each convention (trophies, certificates, ribbons, etc.)
- 11. Coordinates with the local Convention Committee on planning issues such as space, schedule, etc.)
- 12. Supplies the Region's AP Chairperson with information concerning any Merit Awards won in the Model Contest and AP-only judging of models.
- 13. Handles all contest liaison duties for joint regional conventions.
- 14. Prepares awards (trophies, ribbons, certificates, et.) and distributes them at the convention banquet or awards ceremony.
- 15. Provides a post-convention article on contest results and award winners for publication in *The Local* and on the MER website.

- 16. Maintains permanent records for all contests.
- 17. Assures that the contest database is updated after each convention.
- 18. Prepares an annual budget request covering anticipated expenses for all contests for the fiscal year to come.

Note:

At most MER Conventions, the Model Contest, Arts and Crafts Contest, and Photo Contest operate as an integrated whole – particularly as it relates to security and to "sign in" of photos, models, and arts and crafts items. In effect, the General Contest Chairman and the three individual contest chairmen constitute the management team that "make it all happen". This management team, with the aid of the general convention chairman and his committee, should work together to provide manpower to insure reasonable security and assistance in checking in entries.

#### Model Contest Chairperson

Appointed by:PresidentReports to:General Contest Chairperson

## **Position Summary:**

The Model Contest Chairperson is responsible for coordinating, administering, and supervising the Model Contest at Mid-Eastern Regional (MER) conventions utilizing guidelines and regulations set by the National Model Railroad Association (NMRA) and the MER. He/she must be computer literate, a good organizer and manager, a good modeler in his own right, and thoroughly versed in the most current model contest judging procedures of the NMRA.

## **Principal Accountabilities Include:**

- 1. Assists the General Contest Chairperson, if requested, in recruiting judges.
- 2. Sets up the contest room at each MER sponsored convention, making sure there there is appropriate display space and category identifying signs in the contest room, coordinating with the General Contest Chairperson.
- 3. Insures that each contestant fills out the necessary entry forms, and insures that the entry form data is recorded in the Model Contest database.
- 4. Assists the General Contest Chairperson with briefing the Model Contest judges before each contest session, and provides each judge with a copy of the Achievement Program Judging Guidelines.
- 5. If requested by a judge, moves a model so it can be viewed in better light.
- 6. Assists in contest paperwork, entering information into the computer database, verifying data, tallying scores, printing, and distributing ribbons and certificates to be placed with the winning models.
- 7. Assists the General Contest Chairperson in distributing plaques and special awards at the Awards Ceremony.
- 8. Keeps all Model Contest records and assists with a timely updating of the contests database.
- 9. Assists the General Contest Chairperson in resolving disputes, if any, in connection with the Model Contest.
- 10. Notifies the General Contest Chairperson of anticipated Model Contest expenses for inclusion in the budget for the following fiscal year.

#### Photo Contest Chairperson

Appointed by:PresidentReports to:General Contest Chairperson

#### **Position Summary:**

The Photo Contest Chairperson is responsible for coordinating and administering the Photography Contest at Mid-Eastern Region (MER) conventions, and for keeping the contest rules and recommendations up to date. He/she must be a good organizer and manager, should be somewhat familiar with the technical and esthetic aspects of photography, and must be energetic in promoting the contest with the MER membership. The following position description assumes that the Photo Contest will be by popular vote rather than by formal judging, although special formal judging is not ruled out in some circumstances.

## Principal Accountabilities Include:

- 1. Well in advance of each convention, decides the photo contest rules, guidelines, procedures and any special awards. This includes drafting publicity material for inclusion in The Local, and possibly elsewhere. The material is forwarded to the General Contest Chairman for inclusion in the overall advance publicity package.
- 2. Provides assistance to the local Convention Committee and the General Contest Chairman to determine procurement needs and placement of the photo display boards in the room, keeping in mind the needs for lighting, viewing, etc. along with other Photo Contest needs, coordinating these with the General Contest Chairperson.
- 3. Provides ballots and a ballot box for voting. (Note: the Photo Contest Chairman may be asked to include a line or two on the ballots for the Arts and Crafts Contest, and occasionally for special model contests such as Favorite Train.)
- 4. Assists, or provides someone to assist, a reasonable amount of time in the contest room at each MER convention if needed particularly on "sign in" and security. Since the Photo Contest is only one of several contests held in the same general area, the overall staffing will be provided by the General Contest Chairman but the Photo Contest Chairman will help if possible.
- 5. Identifies two people at each MER convention, one of which may be himself/herself, to count ballots and determine Photo Contest winners in each category at the conclusion of the contest voting.
- 6. Assists, or provides someone to assist, to the General Contest Chairperson in awarding plaques, certificates, etc.
- 7. Resolves disputes, if any, in connection with the Photo Contest and/or the Contest rules.
- 8. Notifies the General Contest Chairperson of anticipated expenses for inclusion in the budget for the following fiscal year.
- 9. Reviews and updates Photo Contest rules as necessary at regular intervals (typically, after each convention).

# Notes:

Ideally, the Photo Contest Chairman attends every MER Convention to oversee the contest. If this is not possible, he/she, with the assistance of the General Contest Chairperson and the local convention committee, should obtain a substitute to help as needed in the Contest Room (items 4, 5, and 6 above).

#### Arts and Crafts Contest Chairperson

Appointed by:PresidentReports to:General Contest Chairperson

## **Position Summary:**

Responsible for coordinating, administering, and supervising the Arts and Crafts Contest at Mid-Eastern Regional (MER) conventions. He/she must be a good organizer and manager, and must be energetic in promoting the contest with the MER membership.

Note: this position description assumes that the Arts and Crafts Contest will be by popular vote rather than by formal judging.

## **Principal Accountabilities Include:**

- 1. Well in advance of each convention, determines the Arts and Crafts Contest rules, guidelines, procedures and any special awards. This information is to be given to the General Contest Chairperson for inclusion in advance publicity.
- 2. With assistance from the Local Convention Committee, arranges for appropriate display space in the contest room, keeping in mind the needs for lighting, viewing, etc., coordinating with the General Contest Chairperson.
- 3. Ensures that each contestant fills out the necessary entry forms, and ensures that the entry form data is recorded in the contest database.
- 4. Provides ballots and a ballot box for voting.
- 5. With the assistance of another person, counts the ballots and determines the winners in each category at the conclusion of voting.
- 6. Assists the General Contest Chairperson in awarding plaques, certificates, etc.
- 7. Keeps all Arts and Crafts Contest records.
- 8. Resolves disputes, if any, in connection with the Arts and Crafts Contest.
- 9. Notifies the General Contest Chairperson of anticipated expense for inclusion in the budget for the following fiscal year.

#### Newsletter Editor and Publisher: The Local

Appointed by: President Reports to: Director assigned to oversee the publication.

**Position Summary:** 

Responsible for preparing, editing and producing the Mid-Eastern Region official publication, **The Local**, in accordance with the By-Laws.

Nature and scope:

The newsletter editor is required to publish a quality magazine at least six times per year within the budgetary guidelines; solicit articles and photographs of general interest; acknowledge receipt of all information received; edit articles; provide typesetting, layout, and paste up services; produce camera-ready-copy; and ship the camera-ready-copy and related artwork to the printer in a timely fashion.

If the publisher position is also filled, extra help will be provided with typesetting layout, and paste up services; producing camera-ready-copy; and shipping the camera-ready-copy and related artwork to the printer in a timely fashion.

**The Local** serves as in-house publication and will contain all official articles of the organization and information of general interest to the membership. THE LOCAL must be presented as an image-building device for gaining membership and maintaining membership interest. The editor must exercise sound judgment and editorial expertise for producing a uniform and pleasing tone to the publication.

All issues concerning **The Local** production shall be so designed as to conform to budgetary restrictions.

Principal Accountabilities:

- 1. Keeps the director informed at all times.
- 2. Strives to come in at, or under budgeted amount each time.
- 3. Provides quality production.
- 4. Produces uniform quality and tone of the publication.
- 5. Acknowledges in writing (by postcard or formal electronic mail) to the authors to confirm receipt of article(s) and indicate the anticipated edition date the article may appear in **The Local**.
- 6. Prepares and annual budget request to cover any anticipated expenses for the coming year.

#### Nominating Committee Chairperson

Appointed by:PresidentReports to:Director Assigned to Oversee the Nominating Committee

Position Summary:

Responsible for developing a slate of qualified candidates for the available offices for each Mid-Eastern Region (MER) election, and for seeking candidates based on a broad geographical representation.

Principal Accountabilities:

- 1. Follow the provisions of Article IV, Sections 2 and 3 ("Elections, Nominations, and Ballots") of the MER Bylaws in leading the nominations process.
- 2. Keep the assigned Director informed of progress or problems concerning the slate of candidates.
- 3. Coordinate with the Ballot Committee for creating the ballot.
- 4. Prepare an annual budget request covering anticipated expenses for the coming year.

# MID-EASTERN REGION EXECUTIVE HANDBOOK SECTION 4 – CREATION OF A NEW DIVISION

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# I. INTRODUCTION

This section was written for groups of people who wish to form a Division within the geographical boundaries of the Mid-Eastern Region (MER). Broadly speaking, there are three steps involved:

1. The group should informally make their desire known to the MER Vice President. He will notify the MER Secretary to send copies of the following Executive Handbook sections to the group:

- Section 4 (this section).
- Section 7 Division Superintendent's Handbook (this includes an annotated set of example Division Bylaws)
- Section 2 MER Bylaws (Article X focuses on Divisions)

2. As described in Section II below, the group prepares and submits its petition. The petition is reviewed and, if satisfactory, accepted by the MER Board of Directors (BOD).

3. As described in Section III below, the group organizes the Division, begins operation, and receives final approval.

Any items not covered in this document must be reviewed with the MER Vice President.

# II. SUBMISSION AND ACCEPTANCE OF A PETITION FOR A NEW DIVISION

# A. Petition Preparation

A request to form a new Division shall require the submission of a petition to the MER Vice President. The petition shall be signed by at least ten (10) National Model Railroad Association (NMRA) members who reside within the proposed new Division's area. The petition shall contain:

**1. Division Area** – Names of the state and counties to be included in the proposed new Division, and a map showing the boundaries of the proposed new Division. If the new Division is to be created from part of an existing Division, the petition shall state whether or not the officers of the existing Division have any stated position on creating a new Division, and if so, what is that position.

2. Reasons – Candid statement of reasons for desiring the creation of a new Division.

**3. Petitioners' Commitment** – A statement that the undersigned petitioners will actively work to organize and sustain a new Division if the petition is granted.

**4.** Signatures and Information – Signatures of all petitioners next to their printed or typed names, street addresses of their residences, and their NMRA member numbers.

5. Bylaws – A copy of this proposed Division Bylaws.

# **B.** Review

Before submitting the petition to the MER Board of Directors (BOD) for consideration, the MER Vice President shall:

1. Verify the membership status of the petitioners.

2. If the new Division is to be created from an existing Division, determine the position of the existing Division's officers regarding the petition and the reasons for that position.

3. If possible, determine from MER (and existing Division) membership or mailing lists if the petitioners only represent as small minority of the MER or existing Division members in the area of the new Division. If so, give the names and addresses of potential Division members to the petitioners and suggest that recruitment of additional petitioners would strengthen their request.

4. Gather additional information from other sources concerning the petitioners' request.

5. Prepare a summary report on the request and the information discovered as per Sections 1 through 4, above, to accompany the petition to the next MER BOD meeting.

# C. Submission and Acceptance

1<sup>°</sup>. The Vice President will provide a copy of the petition, proposed Bylaws, and the summary report to the MER Secretary for copying and distribution prior the next MER BOD meeting. The Secretary shall also send a copy of the summary report to the representatives of the petitioners.

2. Unless otherwise directed by the MER President, the Vice President shall notify the representatives of the petitioners of the time and place of the hearing on the petition by the MER BOD so that the petitioners may send a representative.

3. Other interested parties or their representatives shall be notified as directed by the MER President.

4. The MER BOD will then vote whether or not to accept the petition.

# III. APPROVAL AND POST APPROVAL

- 1. Approval Upon acceptance of the petition by the MER BOD, the petitioners shall:
  - a. Hold an organizational meeting to adopt Bylaws and elect officers.
  - b. Maintain a sign-in sheet of members in attendance at the organizational meeting.
  - c. Provide the MER Vice President with the following documents:
    - Copies of the approved Bylaws.
    - Attendee list for the organizational meeting.
    - Membership list (i.e. names of NMRA members living within the Division area [Section IIA1, above]).
    - Projected meet schedule for the coming year

d. The MER BOD will evaluate the required petitioners' documents. If the original documents are disapproved for whatever reason, the petitioners shall submit corrected documents for re-evaluation by the MER BOD. When all the requirements have been met, the BOD will grant approval.

2. **Regional Responsibilities** – The following regional responsibilities are specified to assist the new Division in its formation and activities:

a. Charter presentation – The MER President will formally present the Division Charter at the next regularly scheduled regional function.

b. The MER Vice president will ensure to the best of his ability that the new Division receives as much assistance as possible during its initial startup.

**3. On-Site Visit** – During the first year of operation of a new Division, a regional official designated by the MER President will attend at least one regular division meeting to:

- Determine if the new Division is starting out well.
- Provide technical assistance and advice, if requested, to Division officers.
- "Show the Flag" and let Division officers and members know that MER officers and directors are genuinely interested in the successful creation of the Division.

# IV. EXAMPLE PETITION LETTER FOR NEW DIVISION STATUS

To: Officers and Board of the Mid-Eastern Region, NMRA

We, the signers of this petition, request that the Mid-Eastern Region (MER) of the National Model Railroad Association (NMRA) create a new Division. In support of this request, we provide the following information which is accurate to the best of our knowledge:

1. The name of the proposed Division is \_\_\_\_\_\_

2. The geographic area to be covered by he proposed Division is shown on the attached map and includes the following state and counties:

3. (Check either box)

[] This geographic area is not included within an existing Division.

[] Portions of the proposed Division's area are now included in the area(s) covered by other Division(s). The attached statement describes the overlapping areas, and whether or not the officers of the existing Division(s) have a stated position concerning creation of the proposed Division, and if so, what that position is.

4. The reasons for desiring to create a new Division are:

5. Each petitioner agrees to participate in the organizational efforts of this new Division and to actively work to sustain this new Division if the petition is granted.

6. Each petitioner is a member of the NMRA and resides in the proposed Division's area.

7. By signing this petition, each petitioner affirms that he or she has read its contents and attachments, and will participate is required by paragraph number 5, of this petition, above.

(1)\_\_\_\_

(Signature)

(Print or Type Name)

NMRA No.

(Street Address – City, State, ZIP Code)

(Signature)	(Print or Type Name)	NMRA No.
(Street A	Address – City, State, ZIP Code)	
(Signature)	(Print or Type Name)	NMRA No.
(Street A	ddress – City, State, ZIP Code)	
(Signature)	(Print or Type Name)	NMRA No.
(Street A	address – City, State, ZIP Code)	
(Signature)	(Print or Type Name)	NMRA No.
(Street A	Address – City, State, ZIP Code)	
(Signature)	(Print or Type Name)	NMRA No.
(Street A	Address – City, State, ZIP Code)	
(Signature)	(Print or Type Name)	NMRA No.
(Street A	ddress – City, State, ZIP Code)	
(Signature)	(Print or Type Name)	NMRA No.
(Street A	Address – City, State, ZIP Code)	

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(Signature)	(Print or Type Name)	NMRA No.
(Street	Address – City, State, ZIP Code)	
))(Signature)	(Print or Type Name)	NMRA No.
(Signature)	(Thit of Type Name)	TUNIKA IVO.
(Street	Address – City, State, ZIP Code)	
)(Signature)	(Print or Type Name)	NMRA No.
(Street	Address – City, State, ZIP Code)	
)(Signature)	(Print or Type Name)	NMRA No.
(Street	Address – City, State, ZIP Code)	
)(Signature)	(Print or Type Name)	NMRA No.
(Street	Address – City, State, ZIP Code)	
)(Signature)	(Print or Type Name)	NMRA No.
(Street	Address – City, State, ZIP Code)	
5)(Signature)	(Print or Type Name)	NMRA No.
(Street	Address – City, State, ZIP Code)	

## MID-EASTERN REGION EXECUTIVE HANDBOOK SECTION 5 - POLICIES

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# I. INTRODUCTION

1. From time to time, the MER Board of Directors (BOD) approves a motion or proposal intended to establish ongoing policy and practice (as opposed to a one time event). It is the intention of this chapter of the MER Executive Handbook to collect and codify those actions of the MER BOD to assure continuance of their decisions. (**Revised** 4/3/07)

2. The paragraphs are followed by a date in parenthesis which indicates the meeting date on which the policy was first adopted. Dates of the most recent revisions to the policy are indicated in bold type in parenthesis. (**Revised 4/3/07**)

3. Any action of the BOD of the MER which affects the action of future BOD's should be so worded as to become a policy statement and be added to the appropriate paragraph of this Section.

4. Policy statements which have become null and void by virtue of subsequent actions by the board or have become outdated are not listed in this document, but are shown in the appendix at the end of the Section.

5. This Section contains the policies that have been adopted by the Board of Directors over the years since the Re-Statement in 1985. The latest review and revision was done in April, 2007.

## **II. MEMBERSHIP**

1. The MER should recognize an Honorary Life Member category. The Business Manager should maintain a permanent list of those individuals designated Honorary Life Members. (3/1/86)

2. Implement the Boy Scouts of America (BSA) merit badge program in the MER. (2/02/91)

3. It will be MER policy to maintain a reserve fund to provide service to life and life subscriber members, as long as they maintain their membership status. The reserve fund is to be reviewed by the board every two years. (11/12/99)

# **III. BOARD OF DIRECTORS**

1. The Board of Directors will review Division Charters at the spring meeting in each odd numbered year. (3/1/86) It is the responsibility of the Vice President to assemble, review and bring discrepancies to the attention of the Board of Directors. (11/9/97)

2. Presidents will be given an engraved gavel and a copy of Robert's Rules upon installation.

Past Presidents will be given an NMRA name badge at the closing ceremony of their administration. (3/1/86) The Business Manager will acquire these items for presentation at the Annual meeting. (11/9/97)

3. Matters as to how the Region attained eleemosynary status shall be treated as proprietary. (3/1/86)

4. The MER will not make its membership list available to anyone other than the parent group or MER divisions. (5/2-3/86)

5. The MER shall recognize officials and volunteers for outstanding service to the MER with an appropriate certificate. (1/31/87) The Business Manager will procure these certificates for persons selected by the President. (11/9/97)

6. Meetings

A. The BOD shall meet at a designated time during convention weekends. (11/05/88) (3/29/96)

B. A quorum shall consist of no less than four BOD members. (11/9/97)

C. No proxy shall be recognized for Board of Director's Meetings. (11/9/97)

## **IV. COMMITTEES**

1. A permanent standing committee (shall) be established (to supervise and promote the BSA program). (10/11/91)

## V. FINANCIAL

1. Financial audits shall be performed on the Region books at least every two years. (3/1/86)

The audits will be carried out in accordance with the bylaws and the position description for the Auditor. (11/9/97)

2. It is the policy of the MER to require prior authorization for all capital expenditures. (1/31/87)

3. It shall be MER policy that any operating expenditures exceeding the budget shall require prior BOD approval. (1/31/87)

4. Resolved: the Board of Directors of the Mid-Eastern Region, NMRA, shall establish a permanent Fund-Raising Program to increase the capability of the Mid-Eastern Region to respond to its members needs. (8/22/92)

5. Within each overall category of the budget, officers/committee chairs may reallocate funds from one budget line to another without prior Board approval, so long as the overall category budget amount is not exceeded. (1/12/02)

6. The Business Manager shall be provided a cash fund not to exceed \$200 for operating expenses. This fund shall be replenished by the Treasurer upon receipt of vouchers for appropriate expenditures to maintain its full balance. Upon resignation/termination of the Business Manager, the funds shall be returned to the Treasurer for reissuance to the new Business Manager. (10/4/02)

7. Funds received by the Business Manager shall be deposited in the appropriate financial institution not later than one month after receipt. (8/28/04)

8. A simplified financial statement shall be supplied to the membership via publication in The Local and/or inclusion in the ballot mailing. (**Revised 10/28/06**)

## VI. SCHEDULE FOR NOMINATIONS, PETITIONS, ELECTIONS AND BALLOTS

1. The procedures for election nominations, petitions and ballots may be found in the Bylaws, Article IV, Section 2. (11/9/97)

2. All nominations, whether by committee or petition, shall have the approval of the nominee. (11/9/97)

3. The nominating committee shall report to the President, the approved slate of candidates by April 15 in time to publish the nominations in the May/June issue of the regional publication. (11/9/97)

4. Petitions must be received, and all nominations shall be closed, as of June 15. (4/24/98)

5. Ballots shall be mailed on or before August 1 of each year. All ballots must be in the hands of the Ballot Committee Chair by September 10 to be valid. (2/19/05)

6. The results of the election shall be held confidential until announced by the President. (11/9/97)

7. The Ballot Committee shall report the results of the election to the President by September 20. (11/11/04)

 In case of a tie between candidates, the BOD will decide the election by lot, as appropriate. (5/31/03)

# **VII. REGION CONVENTIONS**

1. Region Contest Room Policy - The assigned convention judges and contest officials shall not perform contest or AP judging of their own entries in the official MER contest. (2/19/05)

## **VIII. INTERNET POLICY**

Foreword: Recognizing the importance of the internet, the Mid Eastern Region, NMRA, Inc. resolves to provide a web site with current information on the organization and its activities.

1. The President will appoint a webmaster to create and manage the official web site of the Mid-Eastern Region, NMRA, Inc. (10/05/00)

2. The web site will not contain copyrighted or trademarked material without the written consent of the owner. (10/05/00)

3. All content is to be related to the Mid-Eastern Region (MER) and its goals as a model railroad fraternal organization. Nothing offensive or obscene will be posted to the site. (10/05/00)

4. The MER site may contain hyperlinks to other model railroad related sites, but the MER will be in no way responsible for the content of these sites. (10/05/00)

5. The MER site will be copyrighted by the MER and all of the contents are the property of the region. The region reserves the right to move the site onto its own server in the future. (10/05/00)

6. The President will review the web site for compliance with our goals. He will direct the webmaster to remove/ change any portion of the site that does not conform to our policy. (10/05/00)

7. The webmaster will update the link on the NMRA Region page to keep it current at all times.

(10/05/00)

# IX. STANDING COMMITTEES

- A. Achievement
  B. Archives
  E. Ballot
  F. Budget
  H. Clinics
  I. Contests
  K. Estate Counseling
  M. The Local Editor
- C. Auction

- D. Non-rail
- G. Business Manager
- J. Convention
- L. Nominations
- N. BSA Merit Badge Program

## APPENDIX POLICIES NULL AND VOID

1. The Region will reimburse officers for expenses to attend scheduled meetings in the amounts not to exceed: \$10/day -meals, \$50/day-lodging, tolls at cost, \$0.10/mile-actual mileage. This is intended to help defray the cost of extraordinary travel and living expenses. It is not the Region's intention to pay all expenses but rather to make serving as officer more attractive to more people. (3/1/86)

2. Plans library to continue. (11/15/86)

3. Authorize Member Relations Committee to expend up to \$2,200 for 2,000 membership manuals to be given free to <u>new</u> members and sold at cost to all other members. (2/02/91)

4. Accept Cal Reynold's proposal (for fund raising, presented at the Lynchburg BOD meeting) with the Development Committee to work out the details of the program (levels, fees, names, awards, etc.) and with the understanding that this action was not to preclude continued investigation of non-dues related sources of additional income. (12/04/93)

5. The actuarial table used by the National model Railroad Association shall be used by the MER for computation of Life member costs (1/13/01)

6. The BOD shall meet prior to the MRA BOT meetings to discuss any motions before the NMRA BOT. (11/05/88)

7. The merit badge (BSA) program will be administered by division counselors and will coordinate their efforts with the AP Coordinator. (11/9/97).

8. Establish on the books of the Corporation a separate Development program Account from receipts designated for same, to be separately tracked by the Treasurer. (2/02/91)

Section 7 Division Superintendent's Handbook

## MID-EASTERN REGION EXECUTIVE HANDBOOK SECTION 7 - DIVISION SUPERINTENDENT'S HANDBOOK

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#### I. INTRODUCTION

The Division Superintendent's Handbook has been created by the Mid-Eastern Region in an effort to be helpful to people in leadership positions in the various MER Divisions. It incorporates current MER and National policies which impact upon operations of all Divisions. It includes "best practices" and "things to remember" that have proven successful for many activities, situations, and locations. We also hope it will help each Division work closely with the Region in a common effort to benefit the entire membership and to promote model railroading. The MER Secretary will send a copy of this Handbook to each new Division Superintendent, and to any other member who requests a copy.

A prerequisite to any successful Division is flexibility within overall policies and requirements. As a Superintendent, you of course know the specific interests and capabilities of **your** members. To the

maximum extent possible, everything done should be informal in terms of events, structure, and general operations. While we need to function in a business-like manner for financial and liability reasons, our overall objective is of course to enjoy model railroading.

The Division and the Division Superintendent play a significant role in the model railroad hobby and organization. The first contact with people who have an interest in model railroading usually occurs at this level. The officers of the Division should possess a sincere interest in promoting the hobby, encouraging the visitors to belong to the NMRA and to enjoy the challenges and fun the hobby has to offer.

The Superintendent and all Division officers are encouraged to read and become familiar with the MER By-Laws, especially Article X, Divisions. A copy may be obtained from the MER Secretary. The Region also encourages the Division Staff to attend the Region meetings and conventions, and to send copies of any Division publications, rosters, and meeting minutes to the MER President, Vice President, Business Manager and especially to the editor of **The Local** (the Regional publication) for inclusion on a regular basis.

# **II. DIVISION BYLAWS**

Your Division By-Laws were approved by the Division membership, and were handed down from previous administrations to the current administration. They should be read and understood by all officers of the Division and maintained by the Clerk/Paymaster. Division By-Laws must be updated to reflect changes in National and MER policies, practices and requirements.

The Appendix to this Handbook is a set of example Division Bylaws.

# **III. OFFICER ELECTION AND RESPONSIBILITIES**

NMRA Policy requires each Division to have at least two elected officers (and to hold at least one meeting per year of the division membership). More frequently, Divisions will have three or four elected officials - for example, Superintendent, Assistant Superintendent and Clerk/Paymaster. These officers are elected as specified in the Division Bylaws. The NMRA Regulations (a.k.a. Bylaws) require that Division officers **MUST** be members of the NMRA and the Region. To maintain continuity of administration, Divisions may stagger the terms of officers so that not all are elected at the same time (e.g., Superintendent, Clerk/Paymaster and one Director elected in one year, Asst. Superintendent and other Director(s) in the next). The duties of these officers are as follows:

**Superintendent** – the Superintendent's responsibility includes the following:

- provide leadership for the Division
- appoint Chairs of Division committees
- set up Division board meetings.
- preside at Division meetings
- coordinate Division activities.
- recruit and appoint (with the advice and consent of the MER AP Manager) a Division Achievement

Program Coordinator who will promote and administer the Achievement Program.

- appoint a Membership Chairperson for promoting NMRA/MER membership.
- report new Division Officers to the MER Secretary and Business Manager as soon as they elected or appointed.

Assistant Superintendent - assist the Superintendent and presides at meetings in his/her absence.

# Clerk/Paymaster

- maintain the financial and membership records of the Division.
- provide an Annual Report for the Division to the MER Vice-President by the 15<sup>th</sup> of September each year. This Report should contain any publicity, accomplishments, membership roster, and division activities (copy of format is provided in Section XV). A copy of this report and a copy of the Division's newsletter should go to the MER Vice President and subsequently to the Region's publication, **The Local**, for publication.
- provide an annual report to the directors of the Division and the active Division membership.

**Directors (optional) - as appropriate for each Division, one or more Directors may also be elected.** These individuals will assist the officers in planning Division events, home layout tours, and mini-conventions, and will assist in overall management of the Division.

# **IV. MEMBERSHIP AND DUES**

Each division has a geographical territory which is determined in accordance with the MER Bylaws. Each NMRA member is automatically a member of the Division, if one exists, in whose territory the member resides. Conversely, every member of a Division must be a member of the MER and the NMRA.

All NMRA members, regardless of residence, are entitled to attend or participate in any activity of the Division, except for voting and holding a Division office. Guest attendance privileges may be granted to model railroaders to introduce them to Division, MER, and NMRA activities. However, no one may consistently attend Division activities without joining the NMRA. This is a National policy and is driven by insurance and liability concerns about non-members attending officially sanctioned events such as conventions and layout tours or other Division activities.

Divisions cannot charge "dues" per se. However, the Division Board of Directors may choose to charge fees for specific activities, goods, and services such as:

- sales of donated items patches, pins, shirts, etc.
- attendance at meets, conventions, tours, open houses
- a mailed copy of a publication.

For such activities, the fees will be the same for all NMRA members, regardless of residence.

# V. FINANCES AND ADMINISTRATION

A checking account should be maintained in the name of the Division to hold and disburse Division funds. Two officers should be authorized to have check-signing privileges; however the Clerk/Paymaster should be the primary keeper of the funds.

Division are encouraged to keeps files on a yearly basis. A copy of each incoming and outgoing letter should be placed in the file. Other items to be included in the yearly file: the yearly schedule, bank statements/deposit slips/canceled checks, annual report, attendance sheets, and any questionnaires.

Notification of new officers should be provided to the MER Secretary and Business Manager as quickly as possible after changes occur. Persons interested in becoming members sometimes contact the Business Manager and/or Secretary for Division information, and it is most helpful to be able to refer them to the correct Division contact.

# VI. EXAMPLE DIVISION ADMNISTRATIVE CALENDAR

(Adjust to the local situation)

June - New officers assume office.

July/August - Develop next year's meeting schedule and send notices of all-day meets to publications.

**September** – Notify all Division members about the meeting schedule (mail or e-mail). Post copies at local hobby shops. Provide copies to the MER Officers and the Editor of **The Local**.

**October/May** - Hold at least one meeting every other month including, if possible, an all-day meet/miniconvention and a prototype tour.

**January** - election of new officers at annual membership meeting. Having elections early provides an opportunity for the new officers to work with old officers before they take over in June.

# **VII. SCHEDULE AND PROMOTION**

Division Officers should meet prior to the start of each Division year and prepare a schedule of activities. In effect, this is the Division's "business plan" for the year. Due to the considerable cost of printing and mailing to the Division membership, to the extent possible it is recommended that a schedule be developed for the complete year. Updates and information on the Division schedule can be distributed at the monthly meetings or by fliers left in the area hobby shops and major clubs. With significant numbers of NMRA members having internet capabilities, electronic distribution of meeting notices, changes in schedules, etc. can be an economical and rapid method of disseminating information. It is important, however, to realize that not all members will have such access and should not be overlooked.

In establishing the dates for the various Division activities, careful consideration should be given to avoiding conflicts with holidays, MER regional conventions, regularly scheduled meetings of other railroad interest groups (such as NRHS), train show/sales, and other popular local activities.

Meetings can also be advertised in **The Local**, the **NMRA Bulletin**, and in the model railroad magazines. The national publications usually have a three-month lead time for each issue, so send your listing in early. Flyers detailing scheduled events, such as the mini-conventions, should be circulated to hobby shops and railroad clubs at least a month in advance of the event. Caution should be used, however, in distributing material containing home addresses of layout hosts, since hobby shop customers or club visitors are likely not known by the Division.

It is strongly recommended that a welcoming letter which encloses a courtesy copy of the schedule be sent to each new member and transferee.

Divisions with websites should consider including links to the MER and the NMRA websites to help members keep informed of regional and national items of interest. Also, send any changes in Division web address to the editor of **The Local** and all others who need to know.

# VIII. DIVISION MEETS AND OTHER ACTIVITIES - IN GENERAL

Division meets will vary widely in scope and complexity. At one end of the scale, a division meet might consist of a single layout tour. Or, it might include a morning clinic followed by the availability of several open layouts in the afternoon. Moving to the high end of the complexity scale, the activity may consist of an all day mix of clinics, contests and tours – fully deserving the title "mini-convention". The information that follows attempts to capture "lessons learned" and "best practices" for the benefit of all MER Divisions.

To the extent possible, regular Division membership activities should be scheduled every two months during the active Division year. Each Division needs to determine its own policy concerning type of activities, frequency, operational year, etc. Some Divisions may operate throughout the entire year, while others may "take the summer off" due to competition from other activities. Appropriate starting times for meetings, layout open houses, etc. should be determined on the basis of local conditions (e.g., traffic, availability of facilities). For example, several years ago the Potomac Division switched home layout tours from Friday evening to Sunday afternoon, and attendance increased.

# **IX. LAYOUT TOURS**

The majority of a Division's meets could include traditional home or club layout tours. Arranging these tours may be the most difficult assignment for the officers, as you must convince a member to open his home to a significant number of people. In scheduling layout tours, it is advisable to give any layout/host at least a two-year break between scheduled tours. Frequent visits may create a hardship for the host and cause membership interest to wane.

It may be desirable to have at least one officer arrive early to assist the host.

Closely check the size of the layouts to be visited. If one is very small, you may be able to schedule two layouts near each other for the same meeting day. All layouts should be operational, and preferably be at least partially scenicked. It is advisable to provide a sign-in sheet or book for the guests at each home. Generally, the host will have his friends help operate the railroad, but if this is not possible, one or more of the officers should offer to assist him.

The Division should provide standard recognizable signs such as crossbucks or other highly visible markers to assist division members in finding the meeting location. The host should clearly indicate where he/she would like visitors to enter the house.

Security problems at Division meets are rare. However, it is good sense not to leave a brass engine or similar valuable items unattended. Use your own judgment in this matter -- but don't ignore it.

It is also helpful if the host could provide a handout that could be passed out at the door. The handout might include a layout plan, plus a brief description of the layout and the thinking that went into its design.

Within two weeks of the layout tour's completion, a thank-you letter or a note of appreciation should be sent to the layout tour host.

# **X. PROTOTYPE TOURS**

It is strongly recommended that at least one prototype tour be scheduled each year. These might be railroad yards and facilities, rapid rail facilities, trolley museums, railroad museums, tourist railroads, research facilities, manufacturer's facilities, industries with rail service, etc. One or more of the following problems that have to be addressed:.

- admission fees.
- bus transportation and , therefore, some sort of fee.
- limits on the number of attendees.
- activities at the site to be visited.
- possibilities for combining the tour with other activities.

It is usually necessary to make arrangements well in advance. Be sure to find out all the requirements, such as age limits, liability releases, hard hats, sturdy shoes, photography restrictions, parking arrangements, etc. Of necessity, some tours limit the number of attendees. If this is the case, attendance should give priority to Division members in good standing. Several groups spread over a few days or different periods of time on the same day can generally be arranged to accommodate the most number of people. Ensure that attendees are impressed with safety and the need to stay together. Prototype tours have become much more difficult due to security and liability concerns, but they remain popular if they can be arranged.

Be sure to get the names of the tour guides so that they can be mentioned in the letter of appreciation sent to **their boss** following the tour.

# **XI. CONTESTS**

Model contests are frequently held at meets and mini-conventions. Members from one of the local railroad clubs in the area might host this activity and the club members provide judges. If this can be arranged, always coordinate with them several months in advance of the meet to discuss categories, signs and any other type of needed assistance. The Division Achievement Program coordinator may obtain qualified judges and run the formal NMRA judging. As an alternative or simultaneously, contests can be judged by popular vote with appropriate certificates and/or ribbons for winning entries in each category specified.

Other popular contests to consider are: photo contests, switching layout contests, and the **Favorite Train** category. Remember to announce the details of contests in the schedule prepared well before the meeting.

### XII. CLINICS AND TAPE/SLIDE SHOWS

Three to four hours of clinics should adequately fill the program for a mini-convention. Two to three hours is probably appropriate for most ordinary meets. Depending upon the number of expected attendees and clinicians, you should consider running two or more clinics simultaneously to provide options for attendees. Typically, each clinic should be limited to about 40 - 50 minutes, leaving 10 minutes transition time between clinics. The clinic program should offer a range of subjects to provide something of interest for everyone. Each clinic should cover a manageable subject, i.e., not too complex for the time available. Organizers need to assure that requisite electrical outlets are available for projectors, power tools, etc. to be used by the clinician, and that any special requirements are met (e.g., ventilation if painting or gluing is done).

A **handout sheet** and visual aids are suggested for each clinic. The handout has two purposes. First, it facilitated note taking and gives the attendees a record of the clinic to take home. Second, it usually assures that the clinic presenter is better prepared (if you doubt the presenter's reliability, request a copy of the handout about two weeks in advance). Remind each presenter that a clinic with a handout is worth points in the NMRA Achievement Program.

Stress that an offer to present a clinic is a responsibility requiring a full commitment. Once the meeting program is printed and distributed, there is no way to back out barring, of course, illness or other serious problems. Within two weeks of the presentation, write a letter of thanks and appreciation to the presenter. In some cases, it will be appropriate to encourage the presenter to forward a copy of his clinic to the editor of **The Local** for publication.

Hands-on participation clinics can be considered if the facilities permit. A nominal additional fee may be required of participants because materials must be purchased. Examples of this type of clinic might include figure painting, making signs, constructing modular framework, building simple structures, weathering rolling stock, and similar activities.

Tape and slide or film shows can be provided in conjunction with the clinics to provide a well rounded

program. Always preview the film or slides at least two weeks prior to their being shown. You will thus have sufficient time to change the order of the slides, splice a film or add comments to a tape.

### XIII. MINI-CONVENTIONS

Mini-conventions held by the Division are generally scheduled on a Saturday. They may feature several events, clinics, modular displays, contests and the like, and will normally be much better attended than the regular monthly activities. If a Division has only one mini-convention a year, it should incorporate the annual meeting and election of officers, since this is likely to be the only activity held during the year at which a significant portion of the Division membership will be present.

**Planning** - The mini-convention schedule should be completed at least two or three months prior to the event to allow clinic presenters adequate time to prepare their presentations and to allow sufficient time for publicizing the events in Division publications and/or **The Local**.

**Meeting Location** - The meeting location for mini-conventions should be large enough to accommodate a substantial number of attendees. It should have areas or rooms for clinics/films, layout displays, model contests/displays, refreshments/general discussion and registration. Optional space may be provided for modular operations, vendor literature, vendor sales, etc. depending upon policies for the use of the facility. Churches and school buildings can often be used for nominal rental or donations.

There should be adequate parking, clearly posted signs and, if possible, an intercom/public address system available to keep attendees informed of activities within the mini-convention. Remember to check on availability and access to the meeting location several days prior to the meet. The facility should be open for set-up at least two hours before the beginning of the meet.

**Registration Fee** - A registration fee may be charged to cover the cost of the facilities, prizes, and other expected expenses. The Division Board should try to determine a break-even point well in advance to establish this fee. Clinic presenters normally are exempt from paying registration. If anyone does not pay a registration fee, it is inappropriate that they be eligible for any door prizes.

**Refreshments** - This area may be handled by the Division or by a group from the host facility, with any profits in the latter situation going to that group. Refreshments provided should require minimum on-site preparation and be of a type which can be safely distributed and consumed with minimal risk of spillage or spoilage. Depending upon the starting time of the mini-convention, suggested foods include: coffee in a large urn; donuts and pastries (can be obtained through most donut shops at quantity discount with prior arrangement); cookies (brought or home-made); soft drinks; and some type of sandwiches and chips (if facilities permit preparation). Condiments, plastic ware, cups, napkins, trash bags should be provided by the Division if not specifically handled by a host group.

# XIV. SUPPLIES FOR A MEET OR MINI-CONVENTION

The supplies necessary to successfully **register the attendees** include: A table(s); registration forms (name and address); name badges (not necessary for those having NMRA, region or club badges); door prize tickets; agenda; paper, pens, and masking tape; money box; and tape or tacks (if allowed) for posting signs.

Supplies required for providing **Movies and Slide Shows** may include: a projector; extension cords; window black-out covers (if needed); spare projector bulbs; projector table; screen; and tape recorder and tapes.

Supplies required for putting on successful **Displays and Contests** include: tables (covered with paper or a cloth; good lighting; contest forms; contest category signs; and slips of paper for ballots (if a popular vote method is used) and a ballot box.

The Officers of the Division should make it a point to greet as many attendees as possible, particularly those you do not know. Nothing discourages a new member faster than see a number of cliques formed around him from which he is excluded.

Blank membership forms should be on hand, in case visitors decide to become members at the miniconvention.

# XV. ANNUAL REPORTS TO THE REGION

Regardless of the actual operating year established by each Division, an Annual Report must be submitted to the MER Vice President by September 15 of each year so that its contents can be provided to the Board and subsequently published in **The Local**. These reports provide information to the MER Board on activities, accomplishments, problems, plans, and financial health of each Division within the MER. The format for information contained in the Division Annual Report is:

**Officers and Directors**: List including names, addresses, telephone numbers and e-mail addresses.

### Division web site address

**Membership**: Number of members including the change from the previous year. Membership recruitment activities conducted during the year.

**Financial**: Dollar amount in bank at end of the last accounting period including change from previous year. Charges for events and services.

**Division Events**: Include meetings, shows, displays, etc. Each event should include some information about the event, attendance, level of participation, etc.

**Charitable and Educational Activities**: Include information about the Division's charitable contributions and educational activities.

Achievement Program Activity: List of members who earned the Golden Spike or one or more Achievement Certificates.

**NMRA and MER Convention Activity**: Information about the Division's plans to host a Regional or National convention.

**Future Directions**: Potential new activities or events that the Division plans to investigate for the future.

### XVI. MER CONVENTIONS

Divisions should consider hosting an MER convention. The MER Convention Chair is available to assist Divisions with information, advice, and guidance for the planning, procedures, and steps required for a successful regional convention. The MER has a Convention Handbook which spells out the responsibilities of the host Division, and the responsibilities of the MER. As long as all policies set forth in the Convention Handbook are followed, a Division will not bear any financial loss, even if the convention does not meet its expected income. While MER Conventions are not designed to be moneymaking enterprises, a host Division can expect to receive significant revenue when a convention is successful. Conventions are designed for the betterment of the hobby through clinics, tours, and general fellowship, and can serve as a showcase for local layouts, prototype facilities, and clinics. There are, to be sure, certain problems in hosting a convention, such as affordable lodging and meeting facilities, availability of high-quality model railroad clubs and home layouts, possible lack of prototype sites, and overall manpower requirements. Many of these can be overcome through assistance of the MER as long as there are local model railroaders who will provide a nucleus for planning. While the MER only needs to hold a Fall convention each year, any Division that wishes to sponsor a Spring convention may do so with the full support of the Region.

# **Appendix - Example Division Bylaws**

The example Bylaws that follow are intended to serve – by example - as a "list of things to think about" when Division Bylaws (i.e. the Division's governing documents) are created or revised. It also offers suggested wording (particularly Article IV) which will bring Divisional Bylaws in conformity to the NMRA Regulations.

No Division will choose to adopt all these provisions exactly as written. Some of the provisions are accompanied by comments, explanations, or suggested alternatives. The Division depicted is, of course, hypothetical.

For nonprofit organizations in general, there is a "pecking order" that must be observed. Starting at the top:

- State laws, particularly corporate laws.
- The organization's articles of incorporation (if incorporated).
- The individual organization's Constitution and Bylaws or governing documents.

Thus, for example, provisions of an organization's governing documents that conflict with state law are invalid. In addition, some states require inclusion of specific provisions and/or the use of specific terminology. The example provisions that follow may or may not conform to your state's requirements.

For NMRA divisions, there is an additional "pecking order" to consider. Divisional Bylaws (i.e. governing documents) must conform to the Regional governing documents, and with National Model Railroad Association (NMRA) Regulations.

# Bylaws of the (Hypothetical) Delaware Division Mid-Eastern Region, National Model Railroad Association

(Adopted by the Division xx/xx/xx)

# Article I Name, Status, and Purpose

- 1. The name of the organization is the Delaware Division (the "Division"). It is established under the provisions of the governing documents of the Mid-Eastern Region (MER), and the Regulations of the National Model Railroad Association (NMRA). If a conflict should develop between these Bylaws and the Region's governing documents, the Region's governing documents will govern. If there is a conflict with the NMRA Regulations, the NMRA Regulations will govern.
- 2. The Division is incorporated in Delaware, and is classified by the U. S. Internal Revenue Service as a 501-c-3 tax exempt organization.
- 3. The Division is organized to promote educational, charitable, historical, and fellowship activities related to model railroading and rail transportation.

Comment: Incorporation and achieving 501-c-3 status usually require the services of an attorney, and not all Divisions take this step. Incorporation is desirable for liability purposes, and is necessary for 501-c-3 status. The latter is desirable for many reasons, including (1): volunteers can usually deduct their non-reimbursed cash expenses from their taxable income, and (2) donations of money and/or equipment may be tax-deductible for the donors.

### Article II Territory

- 1. The Division includes Kent, Sussex, and New Castle Counties in the state of Delaware.
- 2. Throughout these Bylaws, "residence" means the member's principal residence.

Comment: Division territory must be approved by the Region. Territory is usually defined by county. In some cases, other methods, such as ZIP codes, may be needed to accurately describe a division's territory.

# Article III Fiscal Year

The Division fiscal year will be from July 1 to June 30 of the following year.

### Article IV Membership, Dues, Activities, and Finances

- 1. Each NMRA member is automatically a member of the Region, if one exists, and of the Division, if one exists, in whose territory the member resides.
- 2. All NMRA members, regardless of residence, are entitled to attend or participate in any activity of the Division, except for voting and holding a Division office.
- 3. The Division Board of Directors may choose to charge fees for specific activities and services such as meets, conventions, tours, open houses, and a mailed copy of a publication. For such activities, the fees will be the same for all NMRA members, regardless of residence.
- 4. Guest attendance privileges may be granted to model railroaders to introduce them to Division, MER, and NMRA activities. However, no one may consistently attend Division activities without joining the NMRA.
- 5. Unless otherwise stated in these Bylaws, *Robert's Rules of Order* will govern the conduct of division meets and other Division activities.

# Article V Voting and Office Holding Rights

- 1. All Division officers, members of the Board of Directors, and officials must live within the Division's territory.
- 2. Only members of the Division may vote, and each member is entitled to one vote on each issue presented to the membership for a vote.

# Article VI Board of Directors

- 1. There will be a Board of Directors (the "Board") of the Division that will supervise and control the business, property, and affairs of the Division, except as otherwise provided by law or these Bylaws.
- 2. The Board will consist of the Superintendent, the Assistant Superintendent, the Clerk-Paymaster, and four Members at large.
- 3. The Board will hold at least four regular meetings each year at times, days and places designated by the Superintendent. Notice of the time, day, and place will be given to each Board member at least fifteen days in advance.
- 4. Special meetings may also be held on the request of the majority of the members of the Board.
- 5. Voting by proxy is not permitted. However, one or more members of the Board may participate in a Board meeting by means of a conference telephone, or similar telecommunications device that allows all participants to hear each other.
- 6. A majority of the Board members will constitute a quorum for the transaction of business.

- 7. No officer or Board member will receive any remuneration of any kind for his or her services. However, they may be reimbursed for reasonable expenses incurred, with the approval of the board and upon presentation of a written request.
- 8. Unless otherwise stated in these Bylaws, *Robert's Rules of Order* will govern the conduct of board meetings.
- If a majority constitutes a quorum, it is helpful to have an odd number of members on the board.
- A smaller or larger board will be appropriate for some Divisions.
- NMRA Policy requires that ech division have at least three officers.

# Article VII Duties of Officers and Board Members at Large

- 1. The Superintendent will preside over Division and Board meetings, and will perform the usual duties of the head of a nonprofit organization. He or she will be an *ex officio* member of all committees except the Nominating and Audit Committees.
- 2. The Assistant Superintendent will act as Superintendent when the Superintendent is absent or otherwise unable to serve, and will perform any duties assigned by the Superintendent.
- 3. The Clerk-Paymaster will serve as the Division secretary and the treasurer. Duties will include: taking minutes at all meetings, maintaining a roster of active members, maintaining the Division's records, sending notices of meetings, receiving and disbursing funds, and preparing financial reports.
- 4. Board members at large will perform tasks assigned to them by the Superintendent.
  - Many Divisions prefer to have both a Clerk and a Paymaster, rather than combining the two functions in one person.
  - NMRA Policy requires each Division to have at least two elected officers, and to hold at least one meeting per year of the division membership.

# Article VIII Vacancies

The Assistant Superintendent will succeed the Superintendent in case of resignation or incapacitation. The Superintendent will appoint a replacement in the case of resignation or incapacitation of any other member of the Board.

Some Divisions may prefer to have vacancies filled by a majority vote of the Board.

# Article IX Conflict of Interest

No Board member will cast a vote, or take part in the final deliberation, on any matter in which he or she, or members of his or her immediate family, have a personal financial or other interest.

Because of recent scandals in the corporate and nonprofit world, nonprofit organizations of all sizes are being urged to create an Audit Committee (covered later in these Bylaws), and to adopt a conflict of interest policy. Such policies can cover many pages, and may be separate from the Bylaws. The policy in the foregoing paragraph is about as simple as it can be.

# Article X Committees and Officials

The Superintendent will appoint the following committees and officials:

- 1. A Nominating Committee of two or more members, at least one of whom will be a board member or recent board member. Duties of this committee are described in a later section of these Bylaws.
- 2. An Audit Committee of two or more members. This committee will conduct an annual financial audit of the Division's books at the end of each fiscal year, and when a new Clerk-Paymaster takes office, reporting the results to the membership at a membership meeting or in the Division's official publication. Neither the Superintendent nor the Clerk-Paymaster may serve on this committee.
- 3. An Editor for the official publication of the Division.
- 4. An Achievement Program Coordinator. This appointment will be made with the advice and counsel of the MER Achievement Program Manager.
- 5. Other committees as needed to carry on the activities of the Division.

### Article XI Membership Meetings

- 1. Membership meetings will be held at such times and places as may be determined by the Board.
- 2. The Superintendent will call special meetings upon written application of ten percent of the members or a majority of the Board.
- 3. The annual meeting of the Division will be held in May or June of each year to hold elections and conduct other appropriate business. Date, time, and location will be communicated to all members at least fifteen days ahead of time.
- 4. Proxy voting is permitted on any issue where advance notice is sent to all members, such as referendums, changes in the Bylaws, or election of officers. Proxies will be sent to the Clerk-Paymaster, who will vote them as directed.
- 5. At any membership meeting, twenty members (in person or by proxy) will constitute a quorum for purposes of voting on items announced in advance. Twenty members (in person) will constitute a quorum for other purposes.

- 6. Unless otherwise stated in these Bylaws, *Robert's Rules of Order* will govern the conduct of membership meetings.
  - Attendance required for a quorum should depend on the size of the Division. A commonly used alternative defines a quorum as a specified percentage of the members.
  - NMRA Policy requires each Division to have at least three elected officers, and to hold at least one meeting per year of the division membership.

# Article XII Terms of Office, Nominations, and Elections

- 1. The Superintendent, Assistant Superintendent, and Clerk-Paymaster will serve two year terms starting in even numbered years. The Board Members at Large will serve two year terms starting in odd numbered years.
- 2. None of the foregoing seven people may serve in the same capacity for more than two full consecutive terms.
- 3. No one may fill more than one of the foregoing seven positions simultaneously except for brief transition periods.
- 4. In preparation for each year's annual meeting and election, the Nominating Committee will solicit candidates, explaining the requirements of the position. In addition, any three members may nominate someone via a written notice to the Nominating Committee, with the permission of the nominee. Such nominations must be submitted to the Nominating Committee at least thirty days ahead of the election.
- 5. The names of candidates for office will be communicated to the membership at least fifteen days before the election.
- 6. If contested, the election will be conducted by the Nominating Committee Chair at the annual meeting via secret ballot. Ballots will be counted and results announced before the close of the meeting. Positions will be filled by a simple plurality of votes.
- 7. Members elected will take office on July 1.
- For nonprofit organizations in general, the most common term of office is three years. In the MER, terms of office in the various divisions are commonly one or two years.
- Divisions may prefer to elect the Directors, with the Directors electing the Superintendent and other officers.
- Some Divisions may require mailed ballots and/or more rigorous procedures for nominations from members not on the Nominating Committee.

### Article XIII Indemnification

By resolution of the Board, the Division may indemnify any officer, board member, or agent against any and all expenses and liabilities incurred by him or her in connection with any claim, action, suit, or proceeding to which he or she is made a party by reason of being an officer, board member, or agent.

# Article XIV Amendments

These Bylaws may be amended by two thirds vote of the members present at the annual meeting or a special meeting, provided there is a quorum. The proposed amendment must be communicated to all members at least fifteen days before the meeting.

Possible alternative: some organizations require a two-thirds vote for some changes, and a simple majority for others.

# Article XV Referendums

Ten percent of the members may create a referendum issue to be voted on at an annual or special meeting where a quorum is present by submitting their request in writing to the Clerk-Paymaster. The referendum must be communicated to all members at least fifteen days in advance. Removal of an officer or a change in the Bylaws require a two thirds vote of the people present (in person or by proxy). Other issues require a majority vote of people present (in person or by proxy).

# Article XVI Financial Audit

The Superintendent shall appoint an Audit Committee of two or more members. The committee will:

A. Conduct an audit of the Division's financial books and statements at least every two years, or whenever there is a personnel change in the office of the Treasurer.

B. When appropriate, recommend changes in the Division's financial practices and procedures.

C. Report the results of the foregoing work at the first Board meeting after the audit.

Division officers (including the Treasurer), board members, and members of the Budget Committee may not serve on the Audit Committee:

The point here is to conduct an audit at the end of the Treasurer's term of office. The example above assumes a two year term. As an alternative to conducting the audit, the Audit Committee may be able to secure the pro bono services of a professional accountant.

In some states, the word "audit" strongly implies use of a CPA, something that is beyond the financial capability of most Divisions. If this may be an issue in your state, we suggest using the word "review" in place of the word "audit" in the foregoing paragraph

# Article XVII Dissolution

The division will be considered dissolved when any of the following events occurs:

- A motion for dissolution is adopted by a two thirds vote in the same manner as is provided for amendment of these Bylaws, or
- No meetings of the Division are held or scheduled for twelve months, or
- The Division charter is revoked by the MER.

Upon dissolution, the last elected officers and directors will pay all outstanding bills, and promptly forward all assets and records to an MER official designated by the MER President. If the MER is unable or unwilling to receive the assets, they will be donated to another 501-c-3 organization whose purpose is generally consistent with that of the Division.

Some sort of dissolution provision is required for 501-c-3 organizations, and is recommended for all nonprofit organizations. The provision in the governing documents should be consistent with any dissolution provision in the Articles of Incorporation.

#### **MER CONVENTIONS AND MEETINGS, 1941- Present**

**Before the Charter** ++Mar 7-9, 1941, Washington, DC ++Sept 29-30, 1945, Baltimore, MD **Charter Adopted** ++May 26, 1946, Baltimore. MD After the Charter was Adopted 01 Oct 11-12, 1946 Philadelphia, PA May 17-18, 1947 02 Reading, PA 03 Oct. 11-12, 1947 York, PA 04 May 22-23, 1948, Washington, DC 05 Oct. 2-3, 1948, Altoona, PA 06 May 21-22, 1949, Lancaster, PA 07 Sep 24-25, 1949, Baltimore, MD 08 May 20-21, 1950, Reading, PA 09 Oct.7-8, 1950, Roanoke, VA 10 May 12-13, 1951, Harrisburg, PA 11 Oct 6-7, 1951, Richmond, VA 12 May 3-4, 1952, York, Pa 13 Oct. 4-5, 1952, Cumberland, MD 14 May 2-3, 1953, Philadelphia, PA Oct. 3-4, 1953, 15 Washington, DC 16 May 15-16, 1954 Wilmington, DE 17 Sep 18-19, 1954 Altoona, PA 18 May 14-15, 1955 Bethlehem, PA 19 Aug 26-27, 1955, Baltimore, MD May 5-6, 1956, Trenton, 20 NJ 21 Oct. 6-7, 1956 Old Pt. Comfort. VA 22 Jun 8-9, 1957, Atlantic City, NJ

23	Oct.	4-6,	1957	

- Hagerstown, MD
- 24 May 15-16, 1958 Roanoke, VA
- 25 Aug 22-24, 1958 Pittsburgh, PA (J)
- 26 Jun 12-14, 1959 Blowing Rock, NC
- 27 Oct.16-18, 1959 York,PA
- 28 Ap 29-May 1 1960 Fredericksburg, VA
- 29 Oct. 28-30, 1960 Elizabeth, NJ
- 30 May 19-21, 1961 Old Pt. Comfort, VA
- 31 Oct. 13-15, 1961 Camden, NJ
- 32 May 4-6, 1962 Norristown, PA
- 33 Sep 7-9, 1962 Hagerstown, MD
- 34 May 24-26, 1963 Richmond, VA
- 35 Oct. 18-20, 1963 Alexandria, VA
- 36 May 15-17, 1964 Winchester, VA
- 37 Aug 19-25 1964
  Philadelphia, PA (N)
  38 May 21-23, 1965
- Roanoke, VA 39 Sep 24-26, 1965
- Pittsburgh, PA (J) 40 Ap 29-May 1, 1966
- 40 Ap 29-May 1, 190 Reading, PA 41 Oct 21-23, 1966
- Baltimore, MD 42 May 19-21, 1967
- 42 May 19-21, 190 Altoona, Pa
- 43 Sep 29-Oct 1, 1967 Wilmington, DE
- 44 May 17-19, 1968 Hampton, VA
- 45 Oct 11-13, 1968 Alexandria, VA
- 46 May 23-25, 1969 Easton, PA
- 47 Oct. 3-5, 1969
  Philadelphia, PA
  48 Apr 17-19, 1970
- Reading, PA 49 Oct 9-11, 1970
- Binghamton, NY (J)

- 50 Apr 23-25, 1971 Wilmington, DE
- 51 Oct 1-2, 1971 Richmond, VA
- 52 Apr 28-30, 1972 Lancaster, PA
- 53 Oct. 6-8, 1972 Hampton, VA
- 54 Apr 6-8, 1973 Roanoke, VA
- 55 Oct. 19-21, 1973 Silver Spring, MD
- 56 May 3-5, 1974 Willow Grove, PA
- 57 Sep 27-29, 1974 Harrisburg, PA
- 58 May 2-4, 1975 Lewistown, PA
- 59 Oct. 3-5, 1975 Richmond, VA
- 60 Apr 30-May 2, 1976 Valley Forge, PA
- 61 Oct. 1-3, 1976 Wilmington, DE
- 62 Apr 29-May 1, 1977 Williamsburg, VA
- 63 Sep 30-Oct 2, 1978 Reading, Pa
- 64 May 5-7, 1978 York, PA
- 65 Oct 13-15, 1978 Baltimore, MD
- 66 Aug 1-5, 1979 Princeton, NJ
- 67 Apr 25-27, 1980 Carlisle, PA
- ++ Sep 27, 1980
- Williamsburg, VA (A)
- 68 Apr 30-May 3, 1981 Hampton, VA
- 69 Oct. 2-4, 1981 Pittsburgh, PA (J)
- 70 Jul 12-18, 1982 Washington, DC (N)
- 71 Apr 22-24, 1983 Wilmington, DE
- 72 Sep 30-Oct 2, 1983 Hagerstown, MD
- 73 May 4-6, 1984 Greensboro, NC
- 74 Sep 28-30, 1984 Cherry Hill, NJ
- 75 May 2-5, 1985 Harrisburg, PA (J)

++ Sep 21, 1985 Williamsburg, VA (A) 76 May 2-4, 1986 Rockville, MD 77 Sep 19-21, 1986 Baltimore, MD 78 May 1-3, 1987 Valley Forge, PA 79 Sep 25-27, 1987 Greensboro, NC 80 May 20-22, 1988 Bethlehem, PA 81 Oct 7-9, 1988 Richmond, VA 82 May 19-21, 1989 Wilmington, DE 83 Sep 22-24, 1989 Cherry Hill, NJ 84 Sep 28-30, 1990 Harrisburg, PA 85 Apr 19-21, 1991 Lynchburg, VA 86 Oct 11-13, 1991 Binghamton, NY (J) 87 Apr 30-May 3 1992 Hampton, VA 88 Oct 16-18, 1992 Fairfax, VA 89 Jul 25-Aug 1, 1993 Valley Forge, PA (N) 90 Nov 4-6, 1994 Hagerstown, MD 91 May 18-21, 1995 York, PA 92 Sep 28-Oct 1, 1995 Hunt Valley, MD 93 Apr 25-28, 1996 Pittsburgh, PA (J) 94 Oct 3-6, 1996 Mt. Laurel, NJ 95 May 23-25, 1997 Asheville NC (J) 96 Nov 7-9, 1997 Brandywine, PA 97 Apr 23-26, 1998 Charlotte, NC 98 Oct 9-11, 1998 Allentown, PA 99 Apr 23-25, 1999 Lynchburg, VA 100 Nov 11-14, 1999 Hagerstown, MD 101 Apr 27-30, 2000 Portsmouth, VA 102 Oct 5-8, 2000 Altoona, PA (J)

103 Mar 29-Apr 1, 2001 Frazer, PA 104 Oct 5-7, 2001 Lancaster, PA 105 June 6-9, 2002 Richmond, VA 106 Oct 4-6, 2002 Cherry Hill. NJ 107 Oct 10-12, 2003 Reston, VA 108.May 13-16, 2004 Pittsburgh, Pa (J) 109 Nov. 11-14, 2004 Hagerstown, MD 110 Oct 27-30, 2005, Raleigh NC 111 July 2-9, 2006 (N) Philadelphia PA 112 Oct 18-21, 2007 Lynchburg,VA

++ and (A) denotes Annual Meeting only, not a full convention (J) denotes a joint convention with one or more other Regions (N) denotes year in which an NMRA National convention was held within MER boundaries

# MER Elected Officials and LOCAL Editors,

### 1946

President, George F. Nixon 1<sup>st</sup> VP. Clark H. Pool 2<sup>nd</sup> VP, Edwin P. Holbrook Secretary, Lloyd C. Mayers Treasurer, Horace I. Mollary

### 1947

President, Edwin P. Holbrook 1<sup>st</sup> VP, James F. Ziegler 2<sup>nd</sup> VP, Jack H. Schraedley Secretary, Lloyd C. Mayers Treasurer, Horace I. Mollary LOCAL Editor, Donald Peck

#### 1948

President, Lloyd C. Mayers 1<sup>st</sup> VP, Horace I. Mollary 2<sup>nd</sup> VP, Leonard F. Shuffstall Secretary, Irvin V. Kopp Treas. Jack H. Schraedley LOCAL Editor, Enoch L. Harlan

#### 1949

President, James F. Ziegler 1<sup>st</sup> VP, William Ecthernach 2<sup>nd</sup> VP, Cecil W. Matthews Secretary, J. Francis Cunningham Treas., Jack H. Schraedley LOCAL Editor, Lloyd C. Mayers

#### 1950

President, Cecil W. Matthews 1<sup>st</sup> VP, Harry V. Jost 2<sup>nd</sup> VP, Frank A. Fisher Secretary, J. Francis Cunningham Treasurer, Otho L. Zeigler LOCAL Editor, J. Francis Cunningham

#### 1951

President, Jack H. Schraedley 1<sup>st</sup> VP, Edward F. Haviland 2<sup>nd</sup> VP, John H. Keifer Secretary, Lloyd C. Mayers Treasurer, Otho L. Zeigler LOCAL Editor, J. Francis Cunningham

### 1952

President, Leonard F. Shuffstall 1<sup>st</sup> VP, Donald I. Gross 2<sup>nd</sup> VP, James E. Lancaster Secretary, Jack H. Schraedley Treasurer, Robert D. Noel, Sr LOCAL Editor, William T. Frazier

### 1953

President, Leonard F. Shuffstall 1<sup>st</sup> VP, Frank E. Weber 2<sup>nd</sup> VP, Lloyd C. Mayers Secretary, Roland K. Hewitt Treasurer, Robert D. Noel, Sr LOCAL Editor, J. Francis Cunningham

### 1954

President, Frank E. Weber Vice President, Robert E. Kling Treasurer, Robert D. Noel, Sr Secretary, Roland K. Hewitt LOCAL Editor, Enoch L. Harlan

### 1955

President, Robert E. Kling VP, Clyde L. Gerald Secretary, Charles R. Lloyd Treasurer, Robert D. Noel, Sr Director, Carl A. Beck Director, John H. Keiffer Director, Leonard E. Shuffstall LOCAL Editor, Roland K. Hewitt

#### 1956

President, Clyde L. Gerald VP, George F. Whitehouse Secretary, Charles R. Lloyd Treasurer, Robert D. Noel, Sr Director, Donald F. Burdick Director, Allen A. Auer Director, Enoch L. Harlan LOCAL Editor, Marie C. Lloyd

### 1957

President, George F. Whitehouse VP, Donald F. Burdick Secretary, Charles R. Lloyd Treasurer, Robert D. Noel, Sr Director, Frank K. Coss Director, Wayne D. Riddle Director, John Bentz LOCAL Editor, Marie C. Lloyd

### 1958

President, Donald F. Burdick VP, Leslie T. White Secretary, Charles R. Lloyd Treasurer, Robert D. Noel, Sr Director, Frank K. Coss Director, Irvin V. Kopp Director, John Bentz LOCAL Editor, Marie C. Lloyd

### 1959

President, Donald F. Burdick VP, Leslie T. White Secretary, Charles R. Lloyd Treasurer, Robert D. Noel, Sr Director, Frank K. Coss Director, Irvin V. Kopp Director, John Bentz LOCAL Editor, Marie C. Lloyd

#### 1960

President, Leslie T. White VP, Wilson C. Wertz Secretary, Charles R. Lloyd Treasurer, Robert D. Noel, Sr Director, Frank K. Coss Director, David E. Colborn Director, Fred Sheafer LOCAL Editor, George R. Johnson

#### 1961

President, Leslie T. White VP, Wilson C. Wertz Secretary, Clyde L. Gerald Treasurer, Robert D. Noel, Sr Director, Frank K. Coss Director, David E. Colborn Director, Fred Sheafer LOCAL Editor, George R. Johnson

#### 1962

President, David E. Colborn VP, G. William Hammer Secretary, John A. Dorsam Treasurer, Robert D. Noel, Sr Director, Giles Y. Mebane Director, Claude W. Owen, Jr Director, Richard A. Barth LOCAL Editor, George R. Johnson

#### 1963

President, David E. Colborn VP, G. William Hammer Secretary, John A. Dorsam Treasurer, Clyde L. Gerald Director, Giles Y. Mebane Director, Claude W. Owen, Jr Director, Richard A. Barth LOCAL Editor, Ralph E. Yoder

#### 1964

President, G. William Hammer VP, John A. Dorsam Secretary, Kenneth L. Kitson Treasurer, Clyde L. Gerald Director, George R. Johnson Director, Giles Y. Mebane Director, Ralph E. Yoder LOCAL Editor, Walter R. Price

#### 1965

President, G. William Hammer VP, John A. Dorsam Secretary, Kenneth L. Kitson Treasurer, Clyde L. Gerald Director, Harold L. Oleson Director, James A. Walsh Director, Ralph E. Yoder LOCAL Editor, Walter R. Price

#### 1966

President, John A. Dorsam VP, Kenneth L. Kitson Secretary, George R. Johnson Treasurer, Clyde L. Gerald Director, Harold L. Oleson Director, James A. Walsh Director, Ralph E. Yoder LOCAL Editor, Walter R. Price

#### 1967

President, John A. Dorsam VP, George R. Johnson Secretary, David E. Renard Treasurer, Clyde L. Gerald Director, Norman B. Blackwood Director, Walter S. Leipold Director, Walter R. Price LOCAL Editor, David E. Renard

### 1968

President, George R. Johnson VP, David E. Renard Secretary, Walter R. Price Treasurer, Clyde L. Gerald LOCAL Editor, David E. Renard

#### 1969

Director, Rick C. Shoup Director, Norman B. Blackwood Director, G. William Hammer LOCAL Editor, Walt S. Leipold

#### 1970

President, David E. Renard VP, Walter R. Price Secretary, William E. Birchall Treasurer, Clyde L. Gerald LOCAL Editor, Walt S. Leipold

#### 1971

Director, David Skinner Director, Rick C. Shoup Director, G. William Hammer LOCAL Editor, James R. O'Melia

#### 1972

President, Walter R. Price VP, Tom W. Meredith Secretary, Deane E. Mellander Treasurer, Clyde L. Gerald LOCAL Editor, Harry C. Meem III

#### 1973

Director, G. William Hammer Director, Rick C. Shoup Director, John A. Glaab LOCAL Editor, Harry C. Meem III

#### 1974

President, Tom W. Meredith VP, John A. Dorsam Secretary, Rick C. Shoup Treasurer, Clyde L. Gerald LOCAL Editor, Harry C. Meem III

#### 1975

Director, Daniel B. Henon Director, Deane E. Mellander Director, Charles E. Eckstein LOCAL Editor, Nelson D. Garber

#### 1976

President, Rick C. Shoup VP, George L. Rex Secretary, Ralph Oxhandler Treasurer, David E. Colborn LOCAL Editor, Eugene W. Carrow

#### 1977

Director, Charles E. Eckstein Director, Shirley Oxhandlere Director, David T. Callahan LOCAL Editor, Nelson D. Garber

#### 1978

President, George L. Rex VP, Harry C. Meem III Secretary, Nelson D. Garber Treasurer, David E. Colborn\* LOCAL Editor, Nelson D. Garber

#### 1979

Director, Robbin C. Love\* Director, Shirley Oxhandler Director, Ronald H. Baile LOCAL Editor, Eugene W. Carrow

#### 1980

President, Harry C. Meem III VP, Nelson D. Garber Secretary, Stanley R. Knotts Jr. Treasurer, Richard A. Higgins LOCAL Editor, Nelson D. Garber

### 1981

Director, Larry G. Nyce Director, Robert V. Gifford Director, Ronald H. Baile LOCAL Editor, David G. Johnson

#### 1982

President, Nelson D. Garber VP, Ralph Oxhandler Secretary, Allan C. Phillips Treasurer, Richard A. Higgins LOCAL Editor, David G. Johnson

### 1983

Director, Ronald H. Baile Director, Robert W. Charles Director, William H. Miller LOCAL Editor, Don Necessary

#### 1984

President, Nelson D. Garber VP, Ralph Oxhandler\* Secretary, Allan C. Phillips Treasurer, D. Keith Bergmann LOCAL Editor, Fred H. Voelcker, Jr.

#### 1985

Director, Brian Kampschroer Director, Robert W. Charles Director, William H. Miller LOCAL Editor, Rick C. Shoup

### 1986

President, Robert W. Charles VP, Nathan J. Cope, Jr. Secretary, Ronald H. Baile Treasurer, D. Keith Bergmann LOCAL Editor, John Drexler

#### 1987

Director, Allan C. Phillips Director, Brian Kampschroer Director, Mary M. Miller LOCAL Editor, John Drexler

### 1988

President, Robert W. Charles VP, Allan C. Phillips Secretary, Ronald H. Baile Treasurer, D. Keith Bergmann LOCAL Editor, Nelson D. Garber

### 1989

Director, C. William Gruber Director, Phillip L. Bostian Director, Mary M. Miller LOCAL Editor, Nelson D. Garber

#### 1990

President, Allan C. Phillips VP, Rick F. Mcguire Secretary, William E. Cox Treasurer, D. Keith Bergmann\* Trustee: Robert W. Charles LOCAL Editor, Nelson D. Garber

1991

Director, W. Monroe Stewart Director, C. William Gruber Director, Phillip L. Bostian LOCAL Editor, Nelson D. Garber

#### 1992

President, Allan C. Phillips VP, Rick F. Mcguire Secretary, Gary D. Quale Treasurer, W. Calvin Reynolds Trustee, Robert W. Charles LOCAL Editor, Nelson D. Garber

#### 1993

Director, W.Monroe Stewart\* Director, Charles R. Potter Director, Fred H. Voelcker LOCAL Editor, Nelson Garber

#### 1994

President, Gary D. Quale VP, John Johnson Secretary, John Long Treasurer, W. Calvin Reynolds\* Trustee, W. Monroe Stewart LOCAL Editor, Chuck Lind Director, James Teese (appointed)

#### 1995

Director, Charles Potter Director, James Teese Director, Fred Voelcker LOCAL Editor, Chuck Lind

#### 1996

President, C. William Gruber VP, John Johnson Secretary, John Long\* Treasurer, Ronald Schmidt Trustee, W. Monroe Stewart LOCAL Editor, Chuck Lind

#### 1997

Director, W. Terry Nesbit Director, Jim Atkinson Director, Eric Dervinis LOCAL Editors, Ron Baile, Dick Foley

#### 1998

President, C. William Gruber VP, Norm W. Garner Secretary, Eric Dervinis Treasurer, Ronald Schmidt Trustee, W. Monroe Stewart LOCAL Editor, Stan Knotts

#### 1999

Director, W. Terry Nesbit Director, Jim Atkinson Director, Don Yingling\* LOCAL Editor, Stan Knotts

#### 2000

President, Norman W. Garner VP, Jim Kellow Secretary, William Roman Treasurer, Ronald Schmidt Trustee, Eric Dervinis LOCAL Editor, Art Thomas

### 2001

Director, Robert Minnis Director, Roger Cason Director, Noll Horan (appt then elected) LOCAL Editor, Art Thomas

# 2002

President, Norman W. Garner VP, Clint Hyde Secretary, William Roman Treasurer, Ronald Schmidt Trustee, Eric Dervinis LOCAL Editor, Alan Mende

#### 2003

Director, Robert Minnis Director, Roger Cason Director, Noll Horan LOCAL Editor, Alan Mende

#### 2004

President, Clint Hyde VP, Noll Horan Secretary, Dick Foley Treasurer, Ron Schmidt Trustee, Roger Cason Director, Brian Brandt (appointed for 1 yr.) Director, Chuck Hladik (appointed for 1 yr) LOCAL Editor, Alan Mende

### 2005

Director, Dick Genthner Director, Herb Gishlick Director, Chuck Hladik LOCAL Editor, Alan Mende

### 2006

President, Clint Hyde VP, Noll Horan Secretary, Roger Cason Treasurer, Tom Buckingham LOCAL Editor, Steve Kindig

8/27/07

Section 9 Administrative/Management Calendar

### MID-EASTERN REGION EXECUTIVE HANDBOOK SECTION 9 – ADMINISTRATIVE/MANAGEMENT CALENDAR

The following table summarizes MER administrative and management tasks that usually must be carried out every year, year after year.

Contrary to past practice, it is assumed that the annual ballot will be sent in a separate first class mailing – i.e. will not be part of *The Local*. Under the new NMRA Regulations (a.k.a. Bylaws), every NMRA member living within the geographical boundaries of the MER has the right to vote in the annual MER election. Some of these people may not receive *The Local*.

A lot of the information in the typical issue of *The Local* focuses on modeling rather than organizational issues. There is no predictable pattern to these articles. Most of *The Local* items in the table that follows deal with organizational issues that tend to repeat themselves every year (meetings, financial statements, convention publicity, contest rules, etc.).

Getting each issue of *The Local* out actually involves the Editor, the Publisher, proofreaders, and the Business Manager. The table below focuses on the process of getting the needed input from officers, board members, and committee chairs.

In most cases, the "Date" in the first column, below, is a deadline date -i.e. most of the tasks can be performed somewhat earlier.

Material below on the MER fall convention is largely limited to the publicity that appears in *The Local*. There is a more a complete convention planning calendar available from the Convention Chair and/or in the Convention Handbook (Section 6 in the MER Executive Handbook). Note that lead time for the various convention preparation tasks varies from a few months to two years or more.

Date	Task	Person Responsible
Ongoing	Process orders for MER merchandise	Merchandise Sales Team
Ongoing	Process receipts and disbursements as	Business Manager
	needed, including checks from NMRA HQ	and/or Treasurer
	for newsletter renewals and membership	
	rebates	
Monthly	Process NMRA HQ roster files to keep MER	Business Manager
	roster files current	

10-12 days before BOD Budget meeting (see below)	Mail proposed budget to members of the MER BOD	Budget Committee Chairman
January 31	<ul> <li>Submit material to Editor of <i>The Local</i> for the March/April issue, including:</li> <li>President's column</li> <li>Business Manager's column</li> <li>MER product order form</li> <li>Achievement program update</li> <li>Simplified financial statement for fiscal year ending 12/31</li> <li>Call for nominations for officers or directors to be elected in the fall (including 200 word statement and photo)</li> </ul>	<ul> <li>President</li> <li>Business Mgr.</li> <li>Merchandise Sales Mgr.</li> <li>AP Manager</li> <li>Treasurer</li> <li>Nominating Committee Chair</li> </ul>
Mid-January – early February	<ul> <li>MER board meeting:</li> <li>Vote on a budget</li> <li>Reauthorize awards and contests (in odd numbered years)</li> <li>Any other issues that come up</li> </ul>	Budget Committee Chair Responsible Director Officers and Directors
Within a week after BOD budget meeting (above)	Mail final approved budget to MER BOD members, Budget Committee members, and the Archives – report is to include prior year income and expenses	Budget Committee Chairman
March 31	<ul> <li>Submit material to Editor of <i>The Local</i> for the May/June issue, including: <ul> <li>President's column</li> <li>Business Manager's column</li> <li>MER product order form</li> </ul> </li> <li>Achievement program update <ul> <li>Preliminary "mark your calendar" information about fall convention</li> </ul> </li> </ul>	<ul> <li>President</li> <li>Business Mgr</li> <li>Merchandise Sales Mgr.</li> <li>AP Manager</li> <li>Local Convention Chair</li> </ul>
April 15	Nominating Committee reports slate of approved candidates to: President , and Editor and Publisher of <b>The Local</b> (Directors-at-large in odd numbered years, Officers in even numbered years)	Nominating Committee
April 15	Deadline for mailing State of Maryland, Department of Assessments and Taxation Form 1, Personal Property Return	Treasurer
May 15	Submit IRS Form 990, Electronic Notice (e- Postcard) for Tax Exempt Organizations	Treasurer

May 31	<ul> <li>Submit material to Editor of <i>The Local</i> for the July/August issue, including:</li> <li>President's column</li> <li>Business Manager's column</li> <li>MER product order form</li> <li>Achievement program update</li> <li>Article discussing any non-election issues that are on the ballot</li> <li>Notice of Annual meeting (held in conjunction with the MER fall convention)</li> <li>Detailed information about the fall convention, including signup forms</li> <li>Information about contest rules at the fall convention</li> </ul>	<ul> <li>President</li> <li>Business Mgr.</li> <li>Merchandise Sales Mgr.</li> <li>AP Manager</li> <li>President or Secretary</li> <li>Secretary</li> <li>Convention Chair</li> <li>General Contest Chair</li> </ul>
June 15	Deadline for receiving nominees by petition (signed by at least 25 members) – if any, notify the President, and Editor and Publisher of <b>The Local</b>	Nominating Committee
June 15	Send Division Annual Report form to each Division Superintendent (due back September 15)	Vice President
Early July	Production of ballot mailing begins – to include list of nominees, 200 word candidate statements, nominee photographs, other issues to be decided by ballot (such as a Bylaws amendment), and an announcement about the date and time of the Annual Meeting – in general, ballot mailing should not include the convention registration form	Publisher of <i>The Local</i> , and the printer, with input from: ** Nominating Committee (nominee names) ** Nominees (200 word statements and photographs) ** Business Manger (mailing list) ** President (proposed Bylaws changes, if any) ** Secretary (date and time of Annual meeting)
July 31	<ul> <li>Submit material to Editor of <i>The Local</i> for the September/October issue, including:</li> <li>President's column</li> <li>Business Manager's column</li> <li>MER product order form</li> <li>Achievement program update</li> <li>Detailed information about fall convention, including signup forms</li> </ul>	<ul> <li>President</li> <li>Business Mgr</li> <li>Merchandise Sales Mgr.</li> <li>AP Manager</li> <li>Convention Chair</li> </ul>
August 1	Mail ballots to members, using first class mail	Printer of <i>The Local</i>

Tuesday after Labor	Returned ballots must be postmarked on or	Members and Ballot
Day	before this date to be valid	Committee Chair
Saturday after Labor	Ballots must be received by Ballot	Members, and Ballot
Day	Committee to be valid	Committee Chair
Early September	Solicit agenda items for fall MER Board	Secretary
•	meeting	
September 15	Furnish a brief report to the Vice President	Each Division
_	on finances and activities for the year for	Superintendent, plus
	each Division	Vice President
Several weeks before	Send out copies of agenda and minutes for	Secretary
convention	the BOD meeting and membership meeting,	-
	plus the latest roster	
September 20	Ballot Committee reports election results to	Ballot Committee Chair
•	the MER President, and the Editor and	
	Publisher of <i>The Local</i>	
September 30	Submit material to Editor of <i>The Local</i> for	
*	the November/December issue, including:	• President
	President's column	• Business Mgr.
	Business Manager's column	Merchandise
	• MER product order form	Sales Mgr.
	Achievement program update	AP Manager
	<ul> <li>Brief mention of upcoming elections</li> </ul>	Ballot
	(if space is available)	Committee
	(in space is available)	Chairman
October (usually, but	MER Fall Convention – an MER board	Convention Chair,
occasionally late	meeting is always held in conjunction with	Officers and Directors,
September or early	this convention	plus many others
November)		province of the second se
October	Annual Meeting of MER members – held in	President
	conjunction with MER Fall Convention –	
	newly elected officers or board members	
	assume their new positions at the end of this	
	meeting	
At or near the end of	Financial audit of MER books for the past	Auditor (appointed by
Treasurer's two year	two years (Treasurer's term of office)	the President)
term of office (ends	, , , , , , , , , , , , , , , , ,	,
in the fall of even	Note: if a new Treasurer takes over "mid-	
numbered years)	term", an audit is needed at that time	
Early November	Mail budget input forms to MER board	Treasurer
-	members	
Mid-November	Board members review budget requests with	MER board members
	their committee chairs	and committee chairs
Late November –	Budget requests received by Budget Chair	MER board members
early December		

November 30	<ul> <li>Submit material to Editor of <i>The Local</i> for the January/February issue, including:</li> <li>Report on previous fall convention, including awards and activities</li> <li>President's column</li> <li>Business Manager's column</li> <li>MER product order form</li> <li>Achievement program update</li> <li>Compilation/summary of Division activity reports</li> </ul>	<ul> <li>Convention and Contest Chairs</li> <li>President</li> <li>Business Mgr.</li> <li>Merchandise Sales Mgr.</li> <li>AP Manager</li> <li>Vice President</li> </ul>
Early December	Budget Committee meets to prepare budget proposal for submission to MER board	Budget Committee Chair
Mid-December	Solicit agenda items for winter MER board meeting	Secretary
Mid- to late	Notify President when the proposed budget	Budget Committee
December -	is completed	Chairman
December 31	Fiscal year ends	Treasurer