

MID-EASTERN REGION EXECUTIVE HANDBOOK
SECTION 5 – POLICIES

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Throughout this Section of the Executive Handbook, the following abbreviations are used:

BOD = Board of Directors of the Mid-Eastern Region, NMRA, Inc., a Maryland Corporation
CAT = Convention Action Team
ECC = Executive Convention Committee
EHB = Executive Handbook of the Mid-Eastern Region, NMRA, Inc., a Maryland Corporation
LCC = Local Convention Committee
MER = Mid-Eastern Region, NMRA, Inc., a Maryland Corporation
NMRA = National Model Railroad Association

I. INTRODUCTION

1. Periodically, 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). This chapter of the MER EHB collects and codifies those actions of the MER BOD to assure continuance of their decisions. **(Revised 02/28/14)**
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 are indicated in bold type in parenthesis. **(Revised 02/28/14)**
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 Policy statements which have become null and void by virtue of subsequent actions by the board or have become outdated are shown in the Appendix of the Section. **(Revised 02/28/14)**
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 February, 2014. **(Revised 02/28/14)**

II. MEMBERSHIP

1. The MER recognizes an Honorary Life Member category. The Business Manager maintains a permanent list of those individuals designated Honorary Life Members. (3/1/86) **(Revised 02/28/14)**

III. BOARD OF DIRECTORS

1. Presidents will be given an engraved gavel upon installation preferably at the January BOD meeting. Name badges for incoming newly elected officials and other officials, e.g. the Business Manager, should also be distributed at this same meeting. Past Presidents will be given an NMRA name badge at the closing ceremony of their administration. (3/1/86) The Business Manager or Contest Chairman will acquire these items for presentation at the Annual meeting. (11/9/97) **(Revised 02/28/14)**
2. Matters as to how the Region attained eleemosynary status shall be treated as proprietary. (3/1/86)
3. The MER will not make its membership list or parts thereof available to anyone other than the National Model Railroad except as provided by Article IX of this Policies section. (5/2-3/86)

4. The MER shall recognize officials, members, and others as appropriate for outstanding service to the MER as appropriate. (1/31/87) The Contest Chairman or designate of the President will procure these items (plaques and/or certificates) for persons selected by the President. (11/9/97) (Revised 02/28/14)

5. Meetings

A. The BOD shall meet at a designated time during the convention. (11/05/88) (3/29/96) (Revised 02/28/14)

B. Effective February 1, 2015, the policy of the Mid-Eastern Region shall be to hold all official meetings at a venue which has wheelchair accessibility when requested and if reasonably available, except that the annual meeting and convention hotel facilities shall be wheelchair accessible. (01/24/2015)

C. The mid-year_MER board of directors meeting shall be held at the calendar year's convention site in April, after April 15th on a date to be determined by the president. The preferred date shall be defined as the first Saturday after April 15th, excluding Easter or Passover weekends. The President shall invite the Local Convention Committee (LCC) chair(s), the Convention Registrar, and the Executive Convention Chair (ECC) to provide updates regarding the fall convention so that the board can help ensure the success of the convention. (06/11/2016)

6. The following members of the Mid-Eastern Region Board of Directors may not serve on the Local Convention Committee (LCC) as Convention Chair, Convention Manager, or Convention Treasurer due to possible issues and conflicts: President, Vice President, Secretary, Treasurer, Directors-at-large, and Business Manager. (01/25/20)

IV. STANDING COMMITTEES

Current Standing Committees (2017):

- | | | |
|------------------------|----------------------------|---------------|
| A. Achievement Program | B. Archives | C. Audit |
| D. Ballot | E. The Local Editor | F. Budget |
| G. Clinics | H. Contests | I. Convention |
| J. Nominations | | |

V. FINANCIAL

1. Financial audits shall be performed on the Region books at least every two years after the conclusion of the second fiscal year. (3/1/86) Audits will be carried out in accordance with the bylaws and a report shall be provided for review to the Board of Directors, all in accordance with the position description for the Audit Committee Chairperson. If a new Treasurer takes office before an audit is scheduled to occur, an audit shall be conducted upon the departure of the former Treasurer. (11/9/97) (Revised

02/28/14) An audit may be authorized at any time by a 2/3 majority vote of the Board of Directors.

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. 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)

5. Funds received by the Business Manager shall be deposited in the appropriate financial institution no later than 10 business days after receipt. (8/28/04) (Revised 02/28/14)

6. 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)

7. It will be MER policy to maintain a reserve fund to provide service for life members, as long as they maintain their membership status. The reserve fund is to be reviewed by the BOD every two years and this information should be recorded in the Spring BOD meeting minutes. (11/12/99) (Revised 02/28/14)

8. a. The Clyde L. Gerald Legacy Fund will be the recipient of:

1) Funds transferred from the Life Member Fund:

(a) Any waiver by a Life Member or Associate Life Member of a right to a pre-paid subscription to The Local, and

(b) The transfer of funds from the Life Member Fund representing the residual balance that funded the benefits of Life Members and Associate Life Members who have died, and

2) Donation of funds to MER that are not earmarked for a specific use or purpose by the donor or the BOD.

b. The purpose of the Clyde L. Gerald Legacy Fund is to create investments that provide long-term growth and income to support the operations of MER.

c. The MER BOD, as part of its annual budget process, shall allocate the previous year's income of the Clyde L. Gerald Legacy Fund between

1. An addition to the General Fund as income, and

2. Retention in the Clyde L. Gerald Legacy Fund as an addition to its principal.

d. The MER BOD may transfer funds at any time in excess of the Clyde L. Gerald Legacy Fund's previous year's income only upon a recorded vote of two-thirds of the BOD, with an explanation of the reasons for such transfer to be recorded in the minutes of the BOD meeting at which that action was taken.

9. The Budget Committee meeting will be scheduled for the second Saturday of December each and every year, **unless the Chair of the Budget Committee deems otherwise.**

VI. NOMINATIONS AND ELECTIONS

1. The procedures and requirements for election nominations and ballots may be found in the Bylaws, Article VI. (11/9/97)

2. All nominations shall have the approval of the nominee. (11/9/97)

Nominees shall provide a statement of candidacy suitable for publication in The Local and on the Ballot not longer than 200 words and a personal photograph; in addition a statement of candidacy up to 500 words in length suitable for the Mid-Eastern Region web site may be submitted. Nominees will be validated by the Business Manager as to being Mid-Eastern Region members in good standing. All nominees that meet these criteria and the submission deadline with all of their required materials shall be placed on the ballot.

3. The nominating committee shall report to the Director overseeing this committee and regularly consult on progress to expedite transfer of candidate information for creation of the ballot. The final approved slate of candidates shall be submitted to the Editor of The Local by June 1 to publish the nominations in the next immediate issue of the regional publication, The Local, on the MER website, and on the MER Mail Bag Yahoo group. (11/9/97) (Revised 02/28/14)

4. All nominations shall be closed at the end of May 30. (4/24/98) (Revised 02/28/14)

5. Ballots shall be mailed (or sent) on or before August 1 of each year. All ballots must be postmarked (or received) on or before the Tuesday after Labor Day to be valid and the ballots must be received by Ballot Committee by the Saturday after Labor Day to be valid. (2/19/05) The Ballot Committee shall report the results of the election to the President, the Director overseeing this committee, and the Business Manager by the 2nd Saturday after Labor Day. (Revised 01/24/15)

Electronic Voting: Beginning with the 2018 election, electronic voting will be offered to all members with email addresses on file with the Business Manager. Those members with email addresses may by written or electronic communication request a paper ballot as an alternative prior to provision of the label file to the printer. **(Adopted 04/28/2018)**

6. The results of the election shall be held confidential until announced by the President. (11/9/97) The President shall communicate the results to all candidates by the 3rd Saturday after Labor Day upon certification of the results by the Ballot Committee.
7. Business Manager will notify the web master and the NMRA of election results by the 3rd Saturday after Labor Day. (Added 01/24/2015)
8. Election results will be posted on the MER-NMRA web site no later than October 10. (Added 01/24/2015)
9. In the case of a tie between candidates, the BOD will decide the election by vote, as appropriate, i.e., a candidate running for re-election shall recuse him or herself from this process. (5/31/03) (Revised 02/28/14) (Renumbered 01/24/15)

VII. 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 those 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)

VIII. PRIVACY POLICY

1. The MER BOD must authorize distribution of MER personal information, either for an ongoing management purpose, or in response to a special request. Similarly, the appropriate Division Superintendent must approve such distributions of Division-level information. They will be guided by the following general principles. Personal information will not be distributed in the following cases:
 - a. To any individual or business for commercial purposes.
 - b. To any individual not in a leadership role within the NMRA, the MER, or an MER Division (exceptions must be specifically approved by the MER BOD [for Regional information] or the Division Superintendent [for information relating to that Division's membership]).
 - c. For any purpose other than NMRA, MER, or MER Division business.
 - d. The only members listed on the electronic version of the MER Roster will be the elected officers, the Past President, the Business Manager, the Auditor, the Convention Liaison, the Clinic Coordinator, the relevant NMRA Director, the Achievement Mgr., the Division Superintendents, the Ballot Committee Chair, the Nominations Committee Chair, the Webmaster, the Model Contest Chair, the General Contest Chair, the LOCAL Editor, the Publisher, the MER Photographer, the MER Merchandise Sales Agent and Distributor, the Budget Committee Chair, the Archivist, the Asst. Treasurer, and the Divisional Achievement Coordinators; such information shall include only the individual's name, phone number, e-mail address, and address.
(5/10) (Revised 02/28/14)

2. In advance, the MER BOD approves the regular distribution of membership data extracts by the Business Manager to Division officers for the purpose of maintaining their membership rosters (an ongoing management purpose). This information shall include NMRA membership data, MER membership data, and personal information including name, address, county of residence, phone number, birth date, and modeling scale(s).

3. In all approved cases of membership information distribution, a brief "MER Privacy Policy Statement" will be included to avoid unintentional secondary distribution to other individuals. For example, membership listings distributed to Division management shall not then be distributed in a manner not sanctioned by the MER Privacy Policy.

IX. GRANTS POLICY (on hold)

1. The Mid-Eastern Region, NMRA, Inc., in the sole discretion of its Board of Directors, may provide, from the Region's resources, financial support not to exceed \$1,000.00 per grant to any Division within the Mid-Eastern Region any purchase or expenditure requesting financial support for events, activities and operations within the Mid-Eastern Region that are directly related to promoting model railroading.

2. Any Division seeking financial support shall submit to the Vice President a one page written request for a financial grant prior to any purchase or expenditure that contains:

- a. A short description of the intended expenditure of the funds requested. If it is for a capital expenditure, the description shall also include the brand name and model of the item. A copy of the cost estimate shall be attached to the request.
 - b. A concise, detailed description of how the funds will be used to promote model railroading within the Mid-Eastern Region.
 - c. As an attachment to the grant request, a statement of the Division's financial resources for the past 2 years or since its creation, whichever period is longer, including:
 - The total value of liquid assets (cash and investments) as of the date of the written request, and
 - The total amounts of monetary receipts and expenditures for each of the past 2 years.
 - d. An acknowledgment that the recipient Division shall make available to Mid-Eastern Region, at no cost to the Mid-Eastern Region, any electronic equipment or other items that can be used in the Mid-Eastern Region's activities, including but not limited to its annual convention when requested at least two (2) months prior to the event.
3. Requests shall be submitted to the Vice President of Mid-Eastern Region.
 4. In considering any request, the MER Board of Directors shall consider the financial resources of both the MER and the requesting Division as well as the purpose for which the grant is being sought and may request additional information from the Division.
 5. No more than 50% of the item for which funding is being sought shall be provided by a grant from the Mid-Eastern Region.
 6. Upon proof of payment for the item by the Division to the Business Manager, the MER Treasurer shall reimburse the Division for up to 50% of the expenditure, not to exceed the amount of the grant.
 7. No more than one grant per year may be made to a specific Division.

X. ADVERTISING POLICY

1. The Mid-Eastern Region publishes a newsletter entitled The Local that is distributed to its members preferably via electronic format. The MER allows manufacturers that reside within the region to advertise to the members of the NMRA for a small fee. In turn, this gives both those who advertise and the NMRA members a "home" relationship. Advertisers from outside the MER will be charged an appropriate fee. (Revised 02/28/14)
2. The MER would also like to publish articles about the Region's manufacturers and businesses. These articles could be about the history of the company or about their manufacturing processes. If companies are interested in having such an article or wish to

place an advertisement, the MER Advertising Manager (the Director that oversees and is responsible for The Local) is the point of contact. (Revised 02/28/14)

3. The MER furthermore allows the Divisions of the MER to advertise Division events taking place within their areas via the Call Board section of The Local for no charge. Such ads are approximately the size of a business card. Manufacturers and regular business advertisers may not use this form of advertising.

Only the following advertisements from other Regions or non-MER Divisions will be published for free in The Local:

- A. Joint projects with MER or a Division within MER, but only if MER or the MER Division's participation is listed in such advertisement.
- B. A written agreement for an arrangement for reciprocal free advertisements between MER or a MER Division and such other Region or non-MER Division.

The President, after consulting with the Business Manager, shall be the person in MER that may authorize such advertisements and advertisement agreements. The President may delegate this decision to the Business Manager.

A paid advertisement by other Regions and non-Divisions shall be handled the same as any other paid advertisement. Such an advertisement shall clearly disclose that it is a paid advertisement. **(Adopted 10/12/2017)**

4. All copy should be sent to the Editor of The Local who will in turn send a copy to the MER Advertising Manager who will determine what charges, if any, should be applied, and if necessary will have an invoice sent to the party for payment.

5. Current rates (May 2010) for paid advertising are as follows:

- Call Board ads (30-50 words, Divisions and Clubs only)..... Free
- Business Card size (6 issues) \$60.00
- Quarter Page ad (6 issues) \$125.00
- Half Page ad (6 issues) \$225.00
- Half Page ad (per issue, Divisions only)\$25.00

Advertisement rates will be prorated at one-third annual rate per issue for each advertisement for less than six (6) issues. **(Adopted 04/28/2018)**

6. It will be the responsibility of the MER Business Manager to notify the MER Advertising Manager, Treasurer, and the Editor of The Local when payments for advertising have been received and the amount received. The Editor of The Local will be responsible to ensure that the ads placed in The Local conform to all specifications of the MER Advertising Policy. All advertisements must be expiration-dated to ensure that all revenues are received correctly by the Business Manager. An advertisement is considered

expired if the expiration date on the copy has passed, and advertisements will not run in The Local beyond the expiration date. The Editor is responsible to ensure conformance. (5/10) (Revised 02/28/14)

XI. BUSINESS MANAGER RECORDS RETENTION POLICY

The Business Manager is authorized to destroy paper records associated with maintaining the MER membership database and check processing for subscriptions, products and other remittance activities after a one-year period as long as the resulting actions of the above processing activities are recorded in digital form and saved on multiple current medias in multiple geographic location preferably in the possession by the Vice-President, the Business Manager, and the Archivist indefinitely. (1/25/10) (Revised 02/28/14)

XII. ACCESSIBILITY POLICY

1. The Mid-Eastern Region, when advertising layout and prototype tours, will declare whether or not the facilities are handicap accessible and to what extent. (Added 6/11/2016)

XIII. CODE OF CONDUCT POLICY FOR THE MER AND ITS DIVISIONS

1. Application of the Code of Conduct

This policy establishing these standards of conduct and procedures for discipline for violations thereof shall apply to any event or activity of the MER, its Divisions, and any event or activity in which the MER or its Divisions are participating with other entities.

2. General Principles

The MER is committed to the principles of diversity, integrity, civility, and respect in all of our activities. MER looks to each participant in MER activities, whether an NMRA member or not, to be a partner in this commitment by helping us to maintain a collegial and cordial environment. MER expects all participants to behave in ways that reinforce the mission and founding principles of NMRA and MER.

Consistent with the purposes of NMRA, MER acknowledges the dignity and worth of all its participants and strives to create a safe, orderly, caring, and inviting environment to facilitate participant learning, achievement, and collegiality, and in which people are treated with dignity, decency and respect.

The environment of MER is characterized by mutual trust, tolerance and acceptance, and the absence of intimidation, oppression, dishonesty and exploitation. We celebrate

diversity and differences of opinion, including vigorous debate, while remembering that we are individuals who may disagree without becoming disagreeable.

MER promotes a society where bad conduct in the form of abusive behavior, harassment or rude behavior, as well as violent or disruptive behavior, is not tolerated. These types of bad conduct disrupt a participant's ability to learn and to enjoy model railroading. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bad conduct is expected of every participant (Added 5/02/2019).

XIV. ELECTRONIC MEETING POLICY FOR THE MER

1. All participants (Board members and Invited Staff) will have read the BOD agenda and all of the packaged reports prior to the meeting and will be prepared to act upon each item and topic without delay. Questions and conversations between Board members prior to the meeting to gain clarification or additional information is encouraged.
2. Reports from Board members and any ancillary functionaries will not be read to the Board and other attendees during the meeting. If a member needs to add or change information, he may do so to the extent he is not substantially changing his report. If there is a substantial change in his report caused by events occurring after the report was filed, the Board member must contact the President promptly when the event occurs and then also before the meeting so that the President can determine how the matter will be addressed.
3. Discussion will be limited by a motion at the beginning of the meeting to a time limit of five (5) minutes. On motion of two members or in the President's discretion, this provision may be waived as to any particular matter either before or after the aforementioned rotation of discussion has been concluded.
4. Discussion during/about topics shall be done in the following order as I call upon each person: Vice-President, Secretary, Treasurer, Director 1, Director 2, Director 3.
5. Recognition of other attendees will be done by the President through use of the "chat" function to address questions or to provide additional information to the Board. The President shall recognize the person by name and also clearly place a limit on their time on the floor, e.g. "The Chair recognizes *"name of member"* for 2 minutes". Control of the mute function shall be strictly controlled to maintain order of the meeting. This is of particular importance for the MER Annual Meeting.
6. All attendees shall be muted when not speaking. Please use the mute feature on your phone or in the software on the monitor. The host shall also control this function for the meeting. Do not call in on your phone and also have the sound unmuted on your computer!

7. When a vote is called, the President will take the vote by roster in order: Vice-President, Secretary, Treasurer, Director No. 1, Director No. 2, and Director No. 3. If a tie break vote is needed, the President will cast it at the end of the roll call.
8. Except as provided herein, Robert's Rules of Order, Newly Revised, shall apply during such meetings.
9. Your patience and tolerance will be expected and appreciated so we can efficiently conduct the business of the MER.

XV. TRAVEL AND EXPENSE REIMBURSEMENT POLICY FOR THE MER

1. Statement of Purpose and Responsibilities - The MER, NMRA is an all- volunteer not for profit organization dedicated to the hobby of scale model railroading in all its facets in the states of Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, South Carolina, Virginia, and West Virginia. This document establishes policies governing the reimbursement of travel and other business expenses incurred during the conduct of MER business and activities.
2. General Policy - It is the MER's policy to reimburse volunteer BOD members and staff and authorized volunteers for pre-approved ordinary, necessary and reasonable expenses directly related to the transaction of MER business, when reimbursement is requested by said BOD members and staff, and as approved by the President or BOD. If possible, BOD members and staff and authorized volunteers are encouraged to contribute travel expenses to the MER. Directly related expenses are those in which (a) there is the expectation of deriving some current or future benefit for the MER, or (b) the BOD member or staff or authorized volunteer is actively engaged in a business meeting or activity necessary to the performance of the BOD member or staff's job duties. BOD members and staff and authorized volunteers are expected to exercise prudent judgment regarding expenses covered by this Policy.
3. Documentation – MER will only reimburse for **PRE-APPROVED** travel related expenses when the BOD member or staff or authorized volunteer provides documentation of the expense with receipts from purchases or other verifiable documentation. BOD members and staff seeking reimbursement must complete the "Mid-Eastern Region NBMRA Voucher." The form must be fully and accurately completed, and submitted to the Treasurer of the MER. All receipts should be scanned/attached and submitted with the form. Requests for reimbursement lacking complete information will be returned to the requesting BOD member or staff. Reimbursement requests shall be promptly submitted, and in no event more than sixty (60) days after the expense. Reimbursement requests more than sixty (60) days old may be rejected. The Treasurer shall make payment or provide reason for non-payment within sixty (60) days after the most recent submission.

4. Reimbursable Expenses - The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this Policy, and are for MER activities and business purposes:
- Hotel or motel charges and related tips
 - Meals, including tips between 15% and 20%, but excluding alcoholic beverages
 - Travel by public transportation at the least expensive class of travel
 - Personal mileage
 - Vehicle tolls and parking charges
5. Lodging - Prudent judgment should be used when selecting a hotel or motel. A single room with a private bath in a moderately priced business class hotel or motel is the MER's standard. For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation. MER will not reimburse a BOD member or staff or authorized volunteer for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between a BOD member or staff and his/her spouse or partner for purposes of this Policy. If a room is shared with another BOD member or staff, only the person paying the lodging expense may be reimbursed.
6. Personal Vehicles – BOD members and staff and authorized volunteers who utilize personal vehicles for MER activities and business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the rate set by the BOD. Primary insurance for BOD members and staff who use their personal vehicles for MER purposes shall be through their own personal automobile insurance policy, and will be responsible for any damage to the vehicle, as well as for liability. The expenses related to gasoline consumed by personal vehicles are the responsibility of the MER BOD member or staff. The owner/driver of the vehicle, and not MER, is responsible for all parking and traffic offense fines and penalties and claims resulting from any collision or other tort arising from the operation of a vehicle.
7. MER Convention – Reimbursement of travel costs will not be made for the MER Annual Convention, except that the President, Convention Registrar and Business Manager shall be reimbursed for lodging for those of them who are not provided a complementary room. However, documentation will be provided by the Treasurer to the BOD member or staff for contributions of travel to the Annual Convention.
8. Travel Contributions – BOD members or staff who will not seek reimbursement of expenses, but will contribute these expenses to the MER. The BOD member or staff will inform the Treasurer of their intent to make the contribution of travel. The Treasurer will provide the BOD member or staff with documentation of the contribution.

9. Policy Exceptions - Generally, any exception to this policy must have the prior written approval of the President or BOD. Requests for exception should document extenuating circumstances or proposed overall savings to the MER. Travel without prior approval shall be reimbursed only by action of BOD.

XVI. DOCUMENT RETENTION AND DESTRUCTION POLICY FOR MER (10-21-21)

1. Statement of Purpose and Responsibilities - The MER, NMRA is an all-volunteer not for profit organization dedicated to the hobby of scale model railroading in all its facets in the states of Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, South Carolina, Virginia, and West Virginia. The MER is registered and incorporated in the State of Maryland. This document establishes policies for the retention and destruction of documents, records and files created or developed during the conduct of MER business and activities.
2. Identification of Responsible Persons - The Document Retention and Destruction Policy identifies the record retention responsibilities of members of the BOD, administrative staff, and volunteers for maintaining and verifying the storage and destruction of the MER's documents, records, and files.
3. General Policy - MER's BOD, administrative staff, volunteers, and committee members are required to honor the following rules:
 - a. Paper or electronic documents indicated under the terms for retention in Section 4 below will be transferred by all individuals identified above to the MER's Archivist who will compile and maintain the documents, records and files. An electronic copy of all of the documents, records and files which will be the official copy for the MER, NMRA. An additional copy of all of the documents, records and files will be maintained by the MER's Business Manager at a separate location. Additional copies of documents, records and files may be maintained by members of the BOD and administrative staff appropriate to their responsibilities within the organization.
 - b. All paper and electronic copies of documents, records and files will be destroyed in accordance with Section 4 below. The Business Manager, in conjunction with the Archivist, will confirm with members of the BOD, other administrative staff and volunteers that all paper and electronic copies of documents, records, and files have been destroyed in accordance with Section 4.

- c. All electronic documents, records and files will be deleted from all individual computers, data bases, networks, and back-up storage in accordance with Section 4.
- d. No paper or electronic documents will be destroyed or deleted that may be pertinent to any ongoing or anticipated government or internal investigation or private or governmental litigation. The President of the MER, in conjunction with the Business Manager, will be responsible for notification of anticipated government investigation or proceeding of private litigation to other members of the BOD, other administrative staff and appropriate volunteers, who in turn shall promptly acknowledge receipt of such notification to the President and the Business Manager. The instructions will include the type and range of documents that are subject to this provision for this event.

4. Retention and Destruction Requirements – The following table describes the retention and destruction requirements of documents, records and files for the MER.

LEGAL, BUSINESS AND FINANCIAL ITEMS	
Document, Record or File	Retention Period
Annual reports to the Secretary of State of the State of Maryland	Permanent
Articles of incorporation, including any amendments, repeals, and superseded versions (do not discard previous versions)	Permanent
Board meeting and Board committee minutes	Permanent
Board policies and resolutions, including any amendments, repeals, and superseded versions (do not discard previous versions)	Permanent
Bylaws, including any amendments, repeals, and superseded versions (do not discard previous versions)	Permanent
Federal, state, and any local tax returns, documents, working papers, and communications regarding taxation, including sales tax exemptions	Permanent
Year-end financial statements, audits or reviews	Permanent
Insurance Policies	Permanent
Copyright and trademark forms/correspondence	Permanent
Contracts, including correspondence related thereto	7 years after termination or resolution of any disputes
Financial records (including ledgers, expense records, journal entries, invoices, check registers, deposit slips, statements, electronic fund transfer documents, and sales records)	7 years
Donor records and acknowledgement letters	7 years, or the purpose of the donation has been fulfilled, whichever is later
Correspondence concerning financial matters	7 years

Board meeting agendas	5 years
Correspondence to and from Board members and administrative staff	5 years
Petty cash vouchers, cash receipts, and credit card receipts	5 years

GENERAL ITEMS	
Document, Record or File	Retention Period
<i>The Local</i> newsletter	Permanent
Clinics, in possession of MER	Review at 15 years to determine if still relevant, then every 5 years thereafter
Division newsletters	10 years
MER Convention recordings and photos	Review at 10 years for retention or destruction to determine for historical significance
Other related MER information and photos	Review at 10 years for retention or destruction to determine for historical significance
Recordings and photos of Divisional conventions and meets (if supplied by divisions)	Review at 10 years for retention or destruction
General membership and general office/administrative records not otherwise described	5 years
Life membership records	Purge as life members die or cease to be life members

**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 new 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 NMRA 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)*
9. *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)*
10. *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)*
11. *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)*