

MID-EASTERN REGION EXECUTIVE HANDBOOK
SECTION 2 – MID-EASTERN REGION BYLAWS

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INTRODUCTION

The Mid-Eastern Region was re-chartered 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 Mid-Eastern Region NMRA, Inc., 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 of Directors identified regional objectives and adopted pertinent "old" policy or stated "new" policy which will help to achieve the goals.

Also, the Board of Directors created and approved the adoption of the Executive Handbook, which will contain all of the Mid-Eastern Region NMRA, Inc. policy statements and a copy of the Mid-Eastern Region NMRA, Inc. vital records. This publication is to be issued to the Mid-Eastern Region officers and used by them as the guidelines for the administration and operation of the region.

The Handbook is available on-line to all Mid-Eastern Region members. Mid-Eastern Region NMRA, Inc. officers and volunteers will use the Handbook as a guideline for the administration and operation of the region.

Further, the Board of Directors 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. In the case of a major overhaul revision of the bylaws wherein a complete replacement/update on the bylaws, a Restatement, amendments after that point 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 shall be updated with the revision date on that page and sent to the Mid-Eastern Region personnel listed on the roster maintained by the Secretary.

In this document, the use of the male gender pronoun is intended to be gender neutral.

MID-EASTERN REGION BYLAWS

The Mid-Eastern Region, NMRA, Inc.
(A Maryland Corporation)

ARTICLE I

Name, Purpose and Boundaries

Section 1. Name

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. Purpose

The purpose of the Mid-Eastern Region is to further the objectives of the National Model Railroad Association as set forth in the Regulations of that Association.

Section 3. Boundaries

The territory encompassed by the Mid-Eastern Region shall be as designated in the National Model Railroad Association Regulations. Changes to the Mid-Eastern Region boundaries can only be made by the NMRA Board of Directors.

ARTICLE II

Membership, Fees and Publication

Section 1. Definition

Only National Model Railroad Association members who are in good standing with the National Model Railroad Association, entitled to vote and to hold office, and who are residing within the boundaries of the Mid-Eastern Region are regular members of the Mid-Eastern Region.

Section 2. Privileges

Membership in the Mid-Eastern 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.

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.

Section 3. Subscriptions and Fees

- A. Each Mid-Eastern Region member shall be entitled to a subscription to **The Local**, which a member may decline to receive. Any National Model Railroad Association member may subscribe to **The Local**. The Board of Directors shall determine the form of, and subscription rates for, **The Local**.

- B. Former Mid-Eastern Region Life membership is hereby converted to a lifetime subscription to **The Local**. No further lifetime subscriptions are offered.
- C. At the discretion of the Mid-Eastern Region NMRA, Inc. Board of Directors, other fees may be charged for optional activities and services.

Section 4. Member Publications

There shall be an official bulletin of the Mid-Eastern Region to be known as “**The Local**” which shall be published at least four (4) times annually. Except for notice of the Annual Meeting, 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 Mid-Eastern Region NMRA, Inc. 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.

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.

Section 3. Notifications

The Secretary shall ensure that notices of the Annual Meeting or Special Meetings are sent to the members at least 30 days prior to the date of such meetings. Announcements will be deemed sufficient notice when sent to the last address on record with the Mid-Eastern Region NMRA, Inc.

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.

Section 5. Rules

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the meetings in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws and Policies of the Mid-Eastern Region NMRA, Inc.

Section 6. Financial Responsibility

Except as otherwise provided in this section, no individual, club, division or organization participating in an event with the Mid-Eastern Region, NMRA Inc., shall bear any financial loss from any event approved by the Board of Directors of Mid-Eastern Region, NMRA, Inc., that arises from a written contract in connection with that event if that

contract complies with all of the provisions of the Mid-Eastern Region, NMRA, Inc., Handbook as it existed at the time that the contract was executed. This provision shall not apply: (1) when such event is held in conjunction with a Meeting of the National Model Railroad Association, Inc., or held jointly with another National Model Railroad Association Region, or (2) to any loss from personal injury, death, property damage, destruction, or any tort except as is actually covered by insurance.

ARTICLE IV

Officers

Section 1. General

- A. Each officer must be a Mid-Eastern Region member in good standing and eligible to vote and hold office from the time of nomination until completion of term. Each officer must be at least eighteen (18) 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 or to have served a full term as a Division Superintendent. Each officer must reside within Mid-Eastern Region boundaries.

The officer vacates the office:

- (1) If and when his National Model Railroad Association membership expires or is no longer a National Model Railroad Association member in good standing or eligible to hold office or vote, as determined by the records provided by the National Model Railroad Association, or
 - (2) If he no longer resides within the boundaries of the Mid-Eastern region, or
 - (3) If he is removed from office, or
 - (4) As otherwise is deemed to be vacated as provided in these bylaws.
- B. All Officers and Directors of the Mid-Eastern Region, NMRA, Inc., 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 as the final item of 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.
- C. No two Offices listed in Article IV 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 of Directors is elected to another position and still have an unexpired term, that member shall have vacated that former position upon assuming the subsequent position.
- D. No Officer or Director may hold the same office for more than two consecutive terms, except that the Offices of Treasurer and Secretary are limited to five consecutive terms.
- E. Any elected Officer may be removed from Office at a Special Meeting called solely for this purpose upon written complaint by vote of a majority of the members of the Board of Directors of the Mid-Eastern Region NMRA, Inc. or by a petition signed by 10% of the members of the Region. Removal shall be only by an affirmative vote of 10% for the membership of Mid-Eastern Region, and only for misfeasance, malfeasance or nonfeasance.
- F. Any officer may be excused from attending a scheduled meeting by a majority of the Board of Directors in attendance at the meeting by submitting reasons in writing to the presiding officer two (2) weeks prior to the meeting. The holder of any office listed in Article IV 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 and the office is deemed to be vacated. If, however, 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. Multiple meetings held on the same day or at the same conference shall, for attendance purposes, be considered one meeting.

- G. Any officer may be suspended from office only on an affirmative majority vote of the Board of Directors. Such action shall start with a written statement by any member of the Board of Directors stating the reasons for which the officer allegedly should be suspended. Such officer shall be given the opportunity to present a rebuttal at a Board of Directors meeting to be held between 10 and 30 days after the presentation of notice to such officer, but such officer may waive such notice. Notwithstanding the above, an officer may be immediately suspended from office without notice or hearing only by unanimous vote of the members of the Board of Directors other than the officer who is the subject of the summary action. Upon an officer's suspension, the presiding officer, subject to the consent of the remaining members of the Board of Directors, shall appoint a successor to serve during the period of suspension. Such officer may be reinstated by the same vote required for suspension of that officer.
- H. If an officer resigns, dies or when two-thirds (2/3) of the Board of Directors determines that the officer no longer is able to perform duties of office before the end of his term, the officer is deemed to have vacated the office and the presiding officer, subject to the consent of a majority of the remaining Board of Directors, shall appoint a successor to fill the unexpired term.

Section 2. President

- A. The President shall perform the duties of President of a non-profit corporation and shall preside at all meetings.
- B. 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 Mid-Eastern Region on the Regional Advisory Council of the National Model Railroad Association.

Section 3. Vice-President

- A. The Vice-President shall perform the duties of Vice-President of a non-profit corporation.
- B. 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, upon his request, or inability or refusal to act, and shall serve as President during any suspension or upon the office becoming vacant.
- C. The Vice-President shall represent the Divisions at the Board of Directors meetings.

Section 4. Secretary

- A. The Secretary shall perform the duties of Secretary of a non-profit corporation.
- B. The Secretary shall keep the minutes of all official meetings, shall sign, countersign or attest all official papers of the Mid-Eastern Region NMRA, Inc., and perform the usual duties of a Secretary.
- C. The Secretary shall be responsible for the records and legal documents of the Mid-Eastern Region NMRA, Inc., except for the membership and financial records.

- D. Other duties include being responsible for the maintenance, updating and distribution of the change pages of the Executive Handbook.
- E. 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 to be sent as necessary.

Section 5. Treasurer

- A. The Treasurer shall perform the duties of Treasurer of a non-profit corporation.
- B. The Treasurer shall keep a record of all funds received and paid out by the Mid-Eastern Region NMRA, Inc. The Treasurer shall submit a Financial Report to the presiding officer 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.
- C. The Treasurer 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.
- D. The Treasurer shall see that the proper signatures are placed on all accounts with each change in administration promptly.
- E. The Treasurer shall pay all vouchers as provided in the Position Description for Treasurer.
- F. The Treasurer shall prepare and file all tax-related forms and report the filing of the same at the next Board of Directors meeting after such filing.
- G. The Treasurer shall chair the Budget Committee.

Section 6. Director at Large

- A. Each Director at Large shall perform the duties of a director of a non-profit corporation and perform the duties as defined in the Position Description of this office.
- B. Each Director at Large shall be responsible for the activities of the Standing Committees as assigned by the President and shall present a consolidated report of their activities in writing at the Annual Meeting.
- C. Each Director at Large shall assume whatever other duties as may be assigned to each by the President.

ARTICLE V **Board of Directors**

Section 1. Membership

- 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.

- B. The order of presidential succession shall follow the order as set forth in Section 1A. in this article. The succession order for Directors at Large shall be based first on years served on Mid-Eastern Region Board of Directors; in the event of equal length of service, then on their plurality in the last election.
- C. Except as otherwise provided in these Bylaws, in the event of a vacancy on the Board not covered by (A) or (B), the President will, with the approval of the Board of Directors, appoint a replacement to fill out the vacated term.

Section 2. Legal Title to Property

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 Board of Directors 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 Treasurer by a date decided by the Treasurer.

Section 3. Board of Directors Meetings

- A. There shall be at least two (2) meetings per year of the Board of Directors of the Mid-Eastern Region, NMRA, Inc., one of which shall be in conjunction with the Annual Meeting, and another shall be for consideration of the annual budget. These two (2) meetings shall be held at such time and place as directed by the President after consultation with the members of the Board of Directors and set at least two months in advance. The two (2) mandated meetings shall be in-person meetings of the Board of Directors; however, the Board of Directors by unanimous vote may waive this requirement for a specific meeting.
- B. 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. Any additional meetings may be by telephone, electronic or any other means of meeting as approved by Board of Directors.
- C. Attendance and participation via teleconference, and/or any reasonable means approved by the Board of Directors, shall be permitted.

Section 4. Quorum

A quorum shall consist of no less than four (4) Board of Directors members. No proxy shall be recognized for Board of Directors Meetings.

Section 5. Voting

Only those listed in Article V, Section 1, A, shall vote on actions taken by the Board of Directors.

Section 6. Compensation

No Officer or Director at Large shall receive any compensation or gratuities for his services, except that the President may receive a complimentary room during Mid-Eastern Region conventions. At the discretion of the Board of Directors, reimbursements for transportation, lodging and incidentals when incurred on official business may be authorized by the Board of Directors through the regular budgeting process.

Section 7. Recusal

No Officer or Director Mid-Eastern Region, NMRA, Inc., shall participate in any business associations or any decision-making actions of the Board of Directors from which they or any family members would profit personally.

Section 8. Executive Handbook

There shall be an official publication of the Region known as the “Mid-Eastern Region Executive Handbook” which will contain a copy of the Mid-Eastern Region NMRA, Inc. vital records, the Internal Revenue Service 501(c)(3) statement, operating procedures, and all Mid-Eastern Region NMRA, Inc. policy statements. The Mid-Eastern Region NMRA, Inc. Executive Handbook shall be issued to each Officer and Director and be available from the Secretary to any Committee Chair and is to be used by them as the guidelines for the administration and operation of the Region.

ARTICLE VI Nominations, Ballots, and Elections

Section 1. Nominations and Elections

- 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 candidacy that conforms to Mid-Eastern Region NMRA, Inc., Policies, Article VI. The statement of candidacy, which shall be sent to each committee member and the Mid-Eastern Region NMRA, Inc., officer supervising the Nominations Committee, shall be deemed to have been filed with the Nominations Committee when it is received by any of the members or the supervising officer. These statements must be received by the committee by close of nominations for communication to all members.
- B. Balloting shall be by mail or any reasonable electronic means as approved by the Board of Directors. The ballot will be reasonably designed to deter fraudulent duplication.
- C. The Ballot Committee, consisting of a chairman and *ad hoc* members, shall report the results of the election in writing to the President and the Director assigned to the committee.
- D. Candidates receiving a simple plurality of votes shall be declared elected.
- E. A schedule for nominations, ballot and election results may be found in Executive Handbook, Section 5, Policies, Article VI.
- F. The Ballot Committee shall also conduct any special elections ordered by the Board of Directors in the same manner as annual elections are conducted.
- G. The deadlines and schedules for nominations and balloting shall be as stated in the Policies of the Mid-Eastern Region, NMRA, Inc., and shall be published in the first edition of **The Local** that is published each year for that year’s election.

ARTICLE VII
Business Manager

Section 1. Duties

- 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 Mid-Eastern Region, NMRA, Inc., 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.
- B. The Business Manager shall maintain membership records.
- C. Funds received will be deposited on a timely basis as directed by the Treasurer.
- D. The Business Manager or his designee shall conduct all electronic voting using software and procedures approved by the Board of Directors, and report the results to the Ballot Committee.
- E. The Business Manager shall perform such other duties as described in the Position Description for Business Manager.
- F. This position will not be considered for purposes of a quorum, succession, or asset trust of the Mid-Eastern Region NMRA, Inc.
- G. The Business Manager shall receive no compensation or gratuities for his 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.

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 Board of Directors and listed in Policies, Article IX.

Section 2. Chairs

- A. Committee Chairs shall be resident members of the Mid-Eastern Region. Committee Chairs are appointed by, and serve at the pleasure of the President except for the (1) Audit Committee Chair, whose appointment shall be by a majority of the Board of Directors upon recommendation by the President or any member of the Board of Directors, (2) Achievement Program Chair, who is appointed by the National Model Railroad Association, and (3) Budget Committee Chair, who is the Treasurer. In selecting appointees for Committee Chairs, the President shall consult with Officers and Directors with whom the Committee Chairs will interact. Each appointment will be approved by the Board. Committee Chairs are deemed to have vacated office: (1) if and when his/her National Model Railroad Association membership expires or is no longer a National Model Railroad Association member in good standing or eligible to hold office or vote, as determined by the records provided by the National Model Railroad Association, (2) if and when he/she no longer resides within the boundaries of the Mid-Eastern region, or (3) if a Chair resigns, dies or when two-

thirds (2/3) of the Board of Directors determines that the Chair no longer is able to perform duties of office before the end of his term. The successor is selected in the same manner as the prior Chair.

- B. The President will designate an elected official to whom the Chairs will report, except for the Audit Committee Chair and the Budget Committee Chair, who shall report to the entire Board of Directors. Except for the Audit Committee, the Chairs will file a written report of the yearly activities with the elected official to whom the Chair reports at least ten (10) days prior to the Annual Meeting so that the designated official can report to the membership, and as otherwise requested by the elected official to whom the Chair reports or the Board of Directors. The President may replace Committee Chairs if he feels it to be in the best interests of the Region, except for the Audit Committee Chair, who can only be replaced by a majority of the Board of Directors.

Section 3. Audit Committee

- A. The Mid-Eastern Region, NMRA, Inc., Board of Directors upon recommendation by the President or any member of the Board of Directors shall appoint an Audit Committee of two or more members. The committee will:
 - 1. Conduct an audit of the Region's financial books and statements at least every two years, whenever there is a personnel change in the office of the Treasurer, or upon a 2/3-majority vote of the Board of Directors.
 - 2. When appropriate, recommend changes in the Region's financial practices and procedures.
 - 3. Report the results of the foregoing work at the first Board meeting after the audit.
- B. The following individuals may not serve on the Audit Committee: Mid-Eastern Region, NMRA, Inc., Board of Directors members, the Business Manager, and anyone involved in investing the Region's money.

Section 4. Budget Committee

- A. The Budget committee members are the Treasurer, who serves as Chair, the Vice-President, the Business Manager, the Convention Treasurer, the Executive Convention Chair, the Contest Committee Chairman.
- B. 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 for the fiscally responsible operation of the Mid-Eastern Region NMRA, Inc. in keeping with the stated purposes of the organization and present it to the Board of Directors at least thirty (30) days prior to the annual budget meeting.

Section 5. Committee Members

Except for the Audit Committee and the Budget Committee, the President shall appoint, after consulting with the Committee Chair, committee members in the numbers that the President deems appropriate. All committee members serve at the pleasure of the President.

ARTICLE IX
Special Committees

Section 1. Origins

Any committee may be created by the President as the need arises, and will be known as a Special Committee.

Section 2. Chairs

Special Committee Chairs shall be resident members of the Mid-Eastern Region. Special Committee Chairs are appointed by, and serve at the pleasure of the Mid-Eastern Region NMRA, Inc. President. The appointed Chair will report directly to the President as necessary.

Section 3. Time of Service

A Special Committee will be disbanded upon completion of its duties or sooner at the direction of the President.

Section 4. Committee Members

The President shall appoint, after consulting with the Special Committee Chair, committee members in numbers as the President deems appropriate. All special committee members serve at the pleasure of the President.

Section 5. Bylaws Review Committee

- A. No less frequently than seven (7) years since the last such review, the President shall appoint a committee to conduct a comprehensive review the Bylaws and related provisions in the Executive Handbook.
- B. The members shall be composed of (1) no less than three current and former members of the Board of Directors who are well versed in the bylaws and the provisions of the Executive Handbook and (2) the business manager, and (3) may also include other members who have either an expertise in law or parliamentary procedure.
- C. The committee shall make recommendations to the Board of Directors for any changes to the Bylaws and Executive Handbook that are needed for the effective and efficient operation of the Region and for compliance with law and National Model Railroad Association requirements, and to the Executive Handbook to bring the Executive Handbook into compliance and conformity with the Bylaws.

ARTICLE X
Divisions

Section 1. Origins

The Mid-Eastern Region may be subdivided into Divisions to facilitate the objectives of the Region. Divisions will be assigned numbers when chartered. Article A 8.1 of the National Model Railroad Association Regulations describes how Region boundaries may be changed.

Section 2. Bylaws

Divisions shall provide themselves with a set of bylaws consistent with that of the National Model Railroad Association and the Mid-Eastern Region. Review and acceptance of said bylaws shall remain within the purview of the Mid-Eastern Region, NMRA, Inc., and shall be performed by the Vice-President as they occur. 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 the same will be determined by the Mid-Eastern Region Board of Directors.

Section 3. Superintendent

A. 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.

B. Division Superintendents are not members of the Mid-Eastern Region Board of Directors.

Section 4. Membership

All Officers and members of the Division shall be members of the National Model Railroad Association and the Mid-Eastern Region.

Section 5. Boundaries

When chartered, divisions will be assigned boundaries by the Mid-Eastern Region NMRA, Inc. Board of Directors.

Section 6. New and Modified Divisions

The process for creation and boundary changes of divisions shall be as provided in the Executive Handbook, Section 4, which shall be titled Creation of a New Division and Requests for Divisional Boundary Changes.

ARTICLE XI **Amendments**

Section 1. Process

Amendments to these Bylaws may be made at the Annual Meeting, at a Special Meeting called for such purpose, or by 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. Notice

Any notice to a member shall be deemed sufficient if sent to the last address on record with the Mid-Eastern Region NMRA, Inc.

Section 3. Proxy

Voting may be by proxy, provided, however, that such proxy notice shall be sent in writing directly to the Secretary by the person giving the proxy at least ten (10) days prior to such meeting.

Section 4. Voting

A majority of the votes cast shall be necessary for the adoption of any amendment.

ARTICLE XII **Dissolution**

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 National Model Railroad Association 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 National Model Railroad Association withdraws the rights of the Region to function.

Upon dissolution of this Region, the last 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 National Model Railroad Association. 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**

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Throughout this Section, 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

Member – Board of Directors

Elected by: MER Members

Reports to: President, Board of Directors and Members of the MER

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, its activities and its operations. Each of the seven members of the board has responsibilities similar to those in any non-profit organization. Using the terminology found in advisory literature:

1. “Duty of Care” – paying attention to 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 personal interests.
3. Responsibility to further the mission of the organization. More specifically, for the MER, each board member should:
 - A. Becomes generally familiar with the MER Executive Handbook.
 - B. Be guided by the fact that they were elected by the MER membership as a whole – not just from any one Division or geographical area.
 - C. Before each Board meeting, communicates with the MER Secretary about needed agenda items (the Secretary will send a request for this information).
 - D. Before each Board meeting, for each motion that a member proposes, provides to the Secretary the text of such motion and any supporting statements, documents, etc., on or before the deadline set by the Secretary for the submission of such motions. Any motions not complying with this provision may be added to the agenda only if another Board member seconds the addition of such non-complying motion to the agenda.
 - E. Attend all meetings of the MER Board of Directors. Comes prepared to deliberate and vote on the issues to be presented that do not involve a personal conflict of interest.
 - F. Attends the MER Fall Convention (at which the MER Annual [i.e. membership] Meeting is held).

Specific Responsibilities:

Each of the four Officers has specific responsibilities associated with their office (for example, the President presides at Board 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. Becomes familiar with the workings of each assigned activity (for example: Ballot Committee, etc.) to permit carrying out item 2, below.
2. Represents that activity to the rest of the MER Board of Directors.
3. Assists the person responsible for that activity, as appropriate.
4. While performing items 2 and 3 above, avoiding micromanaging (when possible).
5. With help from the President, actively recruits people to head up the activity when a vacancy occurs.
6. Produces an Executive Handbook job description for the person responsible for the activity.

Mid-Eastern Region (MER) President

Elected by: MER Members

Reports to: Board of Directors and Members of the MER

Position Summary

The President shall be the principal executive officer of the Mid-Eastern Region of the NMRA and shall be subject to the control of the Board of Directors, shall in general supervise, control, and be responsible for all of the business and affairs of the Region. When present, the President shall preside at all meetings of the members and act as Chairman of the Board. Except as otherwise provided, the President is the only Officer of the MER authorized by the Board of Directors and the Bylaws to make commitments for the MER. In general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President shall present a general report at each meeting of the members.

Specific Responsibilities:

1. Visits each of the Divisions at one of their meetings at least once while in office; (can split this task with the Vice President);
2. Attends any NMRA National convention within a reasonable distance;
3. Interfaces with NMRA HQ and participate in the NMRA Regional Advisory Council;
4. Promotes the NMRA and MER to relevant clubs and organizations within the territory;
5. Makes certain that MER operates on a sound business basis at all times;
6. Act as tiebreaker on any votes at Board meetings; allows all others to vote first;
7. Runs board meetings according to ***Roberts Rules of Order Newly Revised***;
8. Budget: on request from the Treasurer, prepares and submits a budget request for the following fiscal year for those actions pertaining to the duties and responsibilities of the President, and notifies the Treasurer if any significant deviation from the approved budget appears likely.

Mid-Eastern Region (MER) Vice-President

Elected by: MER Members

Reports to: President (MER), Board of Directors and Members of the MER

Position Summary

- A. In the absence of the President, upon the President's request, or in the event of the President's inability or refusal to act, shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President;
- B. Shall serve as President during any suspension or upon the office becoming vacant; and
- C. Shall perform such other duties as from time to time may be assigned to the Vice-President by the President or by the Board of Directors.

Specific Responsibilities:

1. Sends a survey to each Division for their Division Yearly Reports;
2. Every year with input from the Divisions, produces a "Report on the Divisions" for publication in the MER publication, **The Local**, and send to the Editor of **The Local**;
3. Performs those duties and accept those responsibilities as assigned by the President including oversee planning and execution of the MER Conventions;
4. Visits each of the Divisions at one of their meetings at least once while in office (can split this task with the President);
5. Reviews the Bylaws of each Division in odd-numbered years for compliance with MER and NMRA and present the findings at the next Board of Directors Meeting;
6. Interacts with the Divisions. This could include becoming a member of each Division's e-mail list. Signs up to receive each Division newsletter;
7. Budget: on request from the Treasurer and/or the Budget Committee Chairman, prepares and submits a budget request for the following fiscal year for those actions pertaining to the duties and responsibilities of the Vice-President, and notifies the Treasurer if any significant deviation from the approved budget appears likely;
8. Represents the Divisions at the MER Board of Directors meetings, and serves in that role on the Budget Committee.

Mid-Eastern Region (MER) Secretary

Elected by: MER Members

Reports to: President

Position Summary

The Secretary shall be responsible for the draft agenda for meetings of the MER Board of Directors, the official minutes of MER Annual Meeting, the official minutes of MER Board meetings, the Executive Handbook, the Roster, and the Staff News, and responsible for maintaining the current records and legal documents of the MER, except for those pertaining to membership and financial records. Superseded and obsolete material of historical significance will be turned over to the Archivist by the Secretary.

Specific Responsibilities:

1. Insures that advance notice of the MER Annual Meeting is published in **The Local** in accordance to the required advance notice informing members as to the time and place of the Annual Meeting, attend the meeting, take minutes, and circulate a signup sheet at the meeting to record who was present for quorum determination purposes;
2. Attends all MER Board meetings, taking an active part in the deliberations and voting;
3. Drafts an agenda for meetings of the MER Board: solicits agenda items from meeting participants and others as appropriate, prepare and distribute written agenda based on the foregoing input;
4. Takes minutes of MER board meetings, distributes draft minutes for review and comment, maintains “official” set of minutes which record actions of the MER board, circulates a signup sheet at MER board meetings to record who was present for quorum determination purposes;
5. Maintains the master copy of all sections of the Handbook, distributes copies of revised sections to MER board members and others as appropriate, and initiates updating when needed;
6. Maintains and distributes the MER Roster which gives names and contact information for MER officers, Board members, Committee Chairmen, Division Superintendents, and Division AP Coordinators.
7. On request from the Treasurer, prepares and submits a budget request for the following fiscal year for those actions pertaining to the duties and responsibilities of the Secretary and notifies the Treasurer if any significant deviation from the approved budget appears likely.
8. Shall distribute minutes of the Annual Meeting, Board of Director’s meetings and any Special Meetings to the Board of Directors within sixty days (60) of said meeting.

Mid-Eastern Region (MER) Treasurer

Elected by: MER Members

Reports to: President, Board of Directors and Members of the MER

Position Summary

The Treasurer shall have charge and custody of, and be responsible for all funds of the Region and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Board of Directors.

Specific Responsibilities:

1. Maintains the financial records of the Region, keeping a record of all funds received and paid out by the Region.
2. Supervises the prompt deposit of all funds accruing to the Region in accounts in banks as approved by the Board of Directors.
3. Pays immediately all vouchers and bills from the Business Manager and the various Officers, Directors at Large, and Committee Chairmen up to the budgeted amount of each account for which the bill or voucher is submitted. However, the Treasurer:
 - a. May defer payment of a bill or voucher which appears to the Treasurer not to be within the scope of the account for which it is submitted until the Board of Directors approves payment to the extent determined to be appropriate, and
 - b. Shall not pay bills and vouchers that exceed budget unless the Board of Directors approves payment to the extent determined to be appropriate.
4. Ensures that all bank accounts shall be corporate accounts requiring a single signature of the Treasurer, President, or Secretary, and shall ensure that the proper signatures are changed promptly on all accounts with each change in administration.
5. Maintains merchandise sales financial records, product by product, and reports to the MER Board of Directors at appropriate intervals.
6. Coordinates with MER Merchandise Sales Coordinator as needed (see Position Description for MER Merchandise Sales Coordinator for specifics).
7. Submits a written financial report to the Board of Directors in advance of each Board meeting and the Annual Membership Meeting, and provides the end-of-year financial report to accompany the proposed annual budget.
8. Prepares and files all tax-related documents and any financial reports required to be filed by the region, and shall report promptly such filings to the Board of Directors.

9. Serves as Budget Committee Chairman.

Mid-Eastern Region (MER) Director at Large

Elected by: MER Members

Reports to: President, Board of Directors and Members of the MER

Position Summary

Each Director at Large has the overall responsibility for the MER, its activities and its operations.

Specific responsibilities:

1. Each Director at Large shall be responsible for participating in meetings of the Board of Directors.
2. Each Director at Large shall be responsible for oversight and supervision of those committees assigned to such Director at Large by the President, and may serve as a Chairman or member of a standing or special committee.
3. Each Director at Large shall be responsible for providing reports on the activities of those committees assigned to such Director at Large by the President at the yearly Board of Directors meetings.

Business Manager

Appointed By: President
Approved By: Board of Directors
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 bylaws. The Business Manager is required to receive payments for newsletter subscriptions, donations, purchases of salable items and other payments to the Mid-Eastern Region from any source whatsoever; record new and renewal newsletter subscription applications; maintain an appropriate up-to-date member roster; make routine payment bank deposits of all such money in the name of the Mid-Eastern Region in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the bylaws and report all financial transactions to the Treasurer; maintain adequate supplies of designated salable items relevant to and within the scope of the Business office, e.g. CD's of **The Local**, 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.

Specific responsibilities:

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 Chairman 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. Provides membership and financial information for Mid-Eastern Region Board meetings and/or participates in requested studies for the Mid-Eastern Region Board, or Division Management.

8. Oversees development and execution of electronic voting for Mid-Eastern Region NMRA, Inc., in coordination with those Officers, Directors and Standing Committee members directly involved in yearly election processes.
9. Serves as a member of the Budget Committee.
10. Coordinates with MER Merchandise Sales Coordinator as needed (see Position Description for MER Merchandise Sales Coordinator for specifics).

MER Merchandise Sales Coordinator

Appointed by: President
Approved by: Board of Directors
Reports to: MER Board of Directors

Position Summary

The Merchandise Sales Coordinator commissions, orders, receives, stores, and ships items such as custom painted model railroad cars and other merchandise items, e.g., shirts on behalf of region, keeps appropriate records, and reports 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.

Specific responsibilities (Manager):

1. Identifies reasonable possibilities for commissioning additional offerings such as cars and buildings. Ideally, prospective offerings:
 - a. Will have a connection to the MER (in the case of cars).
 - b. Should not duplicate something that is commercially available.
 - c. Should sell for a competitive price, and should sell within a reasonable period of time.
 - d. Within reason, should be prototypically accurate.
2. When directed by the MER Board of Directors, orders the items to be sold.
3. Places appropriate advertising in **The Local**.
3. Places pro bono advertising in appropriate model railroad publications.

Specific responsibilities (Sales Agent):

1. Receives orders for customers and other merchandise items.
2. At regular intervals, forwards the orders to the MER Business Manager.

Specific responsibilities (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.
7. Receives and stores cars and selected other items to be sold.
8. When notified by the Business Manager, ships individual sale items to purchasers.
9. As appropriate, requests reimbursement from the MER Treasurer for expenses incurred.
10. Supplies items to be sold in the NMRA Company Store at the annual NMRA Convention, and in the Company Store at MER conventions.

MER Treasurer:

1. Maintains merchandise sales financial records, product by product, and reports to the MER Board of Directors at appropriate intervals.

Resident Agent

Appointed by: President
Approved by: Board of Directors (Corporate Resolution required)
Reports to: Secretary (annual log), Treasurer, other MER officials to whom items are sent.

Position Summary

1. During normal business hours, receives all lawsuit papers, official notices and forms, and other documents that are required to be delivered to an official representative of this Maryland Corporation.
2. Transmits expeditiously such notices, etc., to the appropriate person.

Requirements for serving as resident agent for Mid-Eastern Region NMRA, Inc.:

1. Be a resident of Maryland (actually physically resides in Maryland),
2. Have a physical address in Maryland (not a Post Office box) where documents can be received during normal business hours,
3. Be available generally during normal business hours to receive such documents at that address. This does not mean that the resident agent cannot leave the location of the resident agent office during normal working hours, but does mean that a majority of the typical day is spent at that address.
4. Be able to transmit such documents expeditiously to the appropriate person, and
5. Be registered by resolution of Board of Directors with the Maryland State Department of Assessment and Taxation, Charter Division as the resident agent for Mid-Eastern Region NMRA, Inc.

Specific responsibilities:

1. Be available generally during normal business hours to receive such documents at that address.
2. Upon receipt of such documents, determines which MER officer or the business manager to send the document. If uncertain, contacts President or Secretary for direction.

Exception:

Lawsuit papers – immediately contact President and obtain direction as to whom and where the lawsuit papers should be sent (in case MER has already retained an attorney, so such lawsuit papers may be sent directly to the attorney). If President is not reasonably available, then Vice President, then Secretary, then Treasurer.

3. Within one week, after receipt of documents, transmit such documents to the MER officer or the Business Manager to whom the document should be sent, using the most

appropriate means of transmission (Postal service, FedEx, etc.). The Resident Agent checks the document for any deadline dates to insure timely transmittal. Most items are currently sent to the Treasurer.

- a. Exception: Lawsuit papers – as directed by the officer in no. 2, above.
4. Upon transmission, contact intended recipient of document by separate transmission (email, phone call, etc.), to inform that person:
 - a. What is being transmitted.
 - b. When it was sent.
 - c. How it was sent.
 - d. To confirm receipt by recipient to resident agent when recipient receives it.

This is especially important with lawsuit papers or other documents having a short time limit for response.

5. Completes a log (such as an electronic or handwritten spreadsheet) showing:
 - a. When the document was received.
 - b. From whom was the document received.
 - c. Document type (lawsuit, Taxation Department form, etc.)
 - d. How it was received (personal service, postal mail, electronic notice, etc.).
 - e. To whom it was sent.
 - f. When it was sent.
 - g. How it was sent.
 - h. When the recipient was notified that document was being sent to recipient.
 - i. When recipient acknowledged receipt of the document.
6. Transmits to the Secretary at end of calendar year a copy of the log described in No. 5, above.
7. If the address of resident agent changes, notifies the Secretary so a Board of Directors resolution (Maryland form available online from the Maryland Department of Assessment and Taxation, Charter Division) can be adopted to establish a new address for delivery of such documents and sent to the Maryland Department of Assessment and Taxation, Charter Division.
8. Upon resignation as resident agent, notifies the Secretary so a Board of Directors resolution (Maryland form available online from the Maryland Department of Assessment and Taxation, Charter Division) can be adopted for the resignation and for appointment of the replacement resident agent and sent to the Maryland Department of Assessment and Taxation, Charter Division.

Webmaster

Appointed by: President

Approved by: Board of Directors

Reports to: Board Member Designated by the President

Position Summary

The Webmaster is responsible for maintaining content and servers ensuring that the MER website is functional, is user-friendly, has webpages that load quickly and effortlessly, is visually pleasing, and is up-to-date. The Webmaster will upload graphic content such as Convention contest photos, post updated organization documents, as well as editing the HTML content that is displayed on the individual pages which includes maintaining links to other websites for event announcements of NMRA National, Regional, or Division events. Other tasks of the Webmaster include registering domain names, designing logos, correcting software bugs, tracking traffic, and maintaining security to prevent hacking.

Specific Responsibilities:

1. Implement and ensure website security and content protection.
2. Maintain, update, optimize, and troubleshoot servers.
3. Monitor and optimize site performance including load speeds and capacity.
4. Update website content as provided by the MER Officers, Directors, Administrative Staff, Editor and Advertising Manager of the Local, and chairs of MER conventions and committees.
5. Debug pages and fix broken links or images.
6. Address and respond to user comments and complaints.
7. If required, set up shopping cart software and work with the Treasurer to set up an MER bank account such as PayPal if dealing with e-commerce sites.
8. Create/disable email accounts for MER Officers, Directors, and Administrative Staff, Editor and Advertising Manager of the Local, and chairs of MER conventions and committees.
9. Establish communication with the website host (presently hostgator.com (04-25-20)) and utilize the platform to the fullest extent.

Executive Convention Chairman

Appointed by: President
Approved by: Board of Directors
Reports to: Vice President

Position Summary

The Executive Convention Chairman (ECC) has responsibility for the entire convention and functions as the interface between the MER Board of Directors and the Local Convention Committee (LCC). The ECC is directly responsible directly for making the Convention Action Team run smoothly and that it is fully staffed. The ECC must also be aware of the historical performance of conventions, attendance and financial.

Specific Responsibilities:

1. Maintains the Division/location round-robin sequence for the MER Convention, bringing the next group up to speed two years out; this round-robin is on a five-year cycle: North Carolina, (CPD or CSD) Southern Virginia (JRD or Tidewater), Potomac, SMD or Chesapeake, Susquehanna or Philadelphia or New Jersey;
2. Makes certain that LCCs know their specific responsibilities relative to what the CAT team performs;
3. Personally attends most, if not all, LCC meetings; the CAT Team is essentially the same people each year doing the same jobs, but the LCC is different each year and needs varying amounts of guidance and reliable information, e.g., provides to the LCC the current Convention Handbook;
4. Participates in the creation, maintenance, and refinement of the planning tools that are to be used each year (these are the spreadsheets and statements of requirements, e.g., the Convention Handbook)
5. Is the signer of the hotel contract; the Local Committee is NOT authorized to do so;
6. Conducts the hotel negotiations regarding prices; this is based on the historical performance at all conventions for which there are records and especially those in the same area or hotel;
7. Insures that all of the convention planning that the LCC should be doing is performed in a timely manner to insure a successful convention;
8. Serves on the Budget Committee.

Clinics Committee Chairman

Appointed by: President
Approved by: Board of Directors
Reports to: Vice President, Executive Convention Chairman

Position Summary:

The Clinics Committee Chairman is responsible for searching and acquiring new clinics and clinicians and maintaining and upgrading the roster of available clinic subjects and clinicians for MER conventions, investigating clinic topics elsewhere (other Regions, National, and other model railroading events) for use at MER conventions, and providing this information to each region convention committee and to any divisions that request it.

The Clinic Committee Chairman is required to promote and assist in the use of good quality clinics of interest at MER conventions. He/she participates actively with host convention committees to assure a balanced program as requested.

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 PowerPoint presentation, or a combination of these techniques, with emphasis on the “hands on, make-it-and take-it” variety.

Specific responsibilities:

1. Keeps Vice-President and Executive Convention Chairman informed of progress or any problems concerning the clinic program.
2. Provides clinic description information in suitable format to post on MER website in coordination with Webmaster.
3. If necessary, prepares an annual budget request to cover any anticipated expense.
4. Communicates the needs of the clinic program to the membership either through **The Local** or in person at regional or divisional gatherings.

General Contest Chairman

Appointed by: President
Approved by: Board of Directors
Reports to: Board Member Designated by the President

Position Summary

Responsible for coordinating, administering, and supervising the official Model and Photography contests at the Mid-Eastern Regional (MER) conventions. The General Contest Chairman is responsible for supervising the overall contest structure at MER sponsored conventions, including the activities of the Model Contest Chairman. He/she must be well-organized and efficient, computer literate, must exercise good management skills, and must also 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.

At most MER Conventions, the Model Contest operates as an integrated whole – particularly as it relates to security and to the “signing in” of models. In effect, the General Contest Chairman and the Model Chairman constitute the management team that “makes it all happen”. This management team, with the aid of the ECC and the LCC, should work together to provide manpower to insure reasonable security (proctors) and assistance in checking in entries (as needed).

Specific responsibilities:

1. Assists, as needed, in the recruitment of other contest chairmen.
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 prior to the start of Judging the Model Contest.
5. In consultation with the Model Contest Chairman, 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 (but photographs of all models for archival purposes is preferred). (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 other appropriate newsletters.
10. Secures contest supplies for each convention including trophies, certificates, etc.
11. Coordinates with the Local Convention Committee on planning issues such as space, schedule, etc.
12. Supplies the Region's AP Chairman 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, certificates, etc.) 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.
19. Provides a yearly record of the MER Contest Room activities to the Archivist (or Business Manager) in electronic form generally at the Spring Board Meeting.
20. Serves on the Budget Committee.

Convention Registrar

Appointed by: President
Approved by: Board of Directors
Reports to: Executive Convention Chairman

Position Summary

The MER Convention Registrar shall perform the normal registration duties associated with mounting an MER convention. The MER Convention Registrar is an integral member of the MER Convention Action Team (CAT) and works closely with the Local Convention Committee.

Principal responsibilities:

Registration records:

1. Sets up and maintains suitable registration records for each convention, working closely with the Local Convention Committee and the MER Assistant Treasurer-Conventions and the Executive Convention Chairman;

Registration form:

1. Designs and maintains a convention registration form, both print copy and web form, e.g. one version in Word and another as a pdf file, with input from the Local Convention Committee and approved by the Executive Convention Chairman;
2. Provides the registration form(s) to the Webmaster in a suitable electronic format;
3. Provide to Editor of **The Local** a registration form for inclusion with the ballot and as needed for printing in **The Local**;
4. Updates the registration form regularly working closely with the Local Convention Committee, and provide updated forms to the Webmaster and editor of **The Local**.

Individual registrations:

1. Directs all registrations to his office and manages all registrations, both prior to the convention and at the door,
2. Deposits all funds received in the registration process in the bank account for that convention and account to the Assistant Treasurer-Conventions for these funds,

Registration Packages:

1. Creates and is responsible for the basic registration packages for all convention attendees,
2. Coordinates with the Local Convention Committee and the ECC for registration inserts,

Accounting:

1. Makes all deposits from registrations or other sources in a timely manner,
2. After the conclusion of a convention, transfers all financial records to the Assistant Treasurer-Conventions,
3. Acts as a back-up for the MER Assistant Treasurer-Conventions.

Statistics:

1. Tracks the registration statistics of the convention, working with the MER Assistant Treasurer-Conventions. Provides the Executive Convention Chairman, the MER Treasurer and the MER Vice-President a final registration statistical report.

Assistant Treasurer-Conventions

Appointed by: President
Approved by: Board of Directors
Reports to: Executive Convention Chairman and Treasurer
Answers to: Treasurer

Position Summary

The Assistant Treasurer-Conventions shall be responsible for the financial and statistical affairs of the convention, shall officially be the Assistant Treasurer-Conventions, is an integral member of the MER Convention Action Team and will work closely with the Local Convention Committee.

The Assistant Treasurer-Conventions shall act as a backup for the MER Treasurer.

Specific responsibilities:

1. Sets up and maintains suitable and separate accounting records for each convention, working closely with the Local Convention Committee and the MER Convention Registrar;
2. Performs the normal accounting duties associated with mounting an MER convention;
3. Provide back up for the MER Convention Registrar ~~(or may also be the MER Convention Registrar)~~ (deleted 10/4/2018);
4. Uses separate accounting for each year's convention, although all convention monies may reside in a single bank account;
5. Pays all bills, refunds, and vouchers for the convention in a timely manner;
6. Works with the MER Treasurer to close out each convention account once all obligations are paid and all income received;
7. Remits the MER fee to the MER Treasurer at the conclusion of the convention;
8. Remits any surplus from the convention to the MER Treasurer after all convention obligations are paid;
9. Provides the Vice-President, Executive Convention Chairman, and the MER Treasurer a final accounting for each concluded convention in the form of an Income Statement.

Official Photographer

Appointed by: President
Approved by: Board of Directors
Reports to: Assigned Director

Position Summary:

Attends the MER Convention and records all aspects of the proceedings at Clinics, Contest Room, Banquet, and other events as deemed either necessary or of interest to the members of the MER at large for further distribution via **The Local** or via MER web pages.

Specific responsibilities:

1. Photographs any and all events, participants of clinics, and other ongoing events transpiring at the MER conventions;
2. Photographs any and all models entered in the Contest Room; obtains results thereof to capture those models that win 1st place and/or Special Awards;
3. Provides publication quality photography to the Editor of **The Local**, as needed for coverage of the MER convention;
4. Retains an archive of photographs of the MER Conventions;
5. Prepares an annual budget request to cover anticipate expenses for the year to come;

Ballot Committee Chairman

Appointed by: President
Approved by: Board of Directors
Reports to: Assigned Director

(The Nominating Committee Chairman and the Ballot Committee Chairman may in fact be the same individual.)

Position Summary

The Ballot Committee Chairman shall receive, tabulate, and report a true and accurate counting of the paper ballots cast in any Mid-Eastern Region, and combine that counting with the report of electronic voting from the Business Manager to give a true and accurate counting of all votes cast in an election.

Specific responsibilities:

1. Provides input, as needed and appropriate, to the Nominations Chairman on the format of future ballots.
2. Receives and tabulates paper ballots of MER elections and a report of the electronic voting from the Business Manager.
3. Communicates the election results to the MER President and the Editor and Publisher of **The Local** as per Section 5 of the Executive Handbook.
4. Retains the ballots until notified that their destruction has been authorized by a vote of the MER Board of Directors.
5. Prepares an annual budget request to cover anticipate expenses for the year to come.

Nominating Committee Chairman

Appointed by: President
Approved by: Board of Directors
Reports to: Director Assigned to Oversee the Nominating Committee

(The Nominating Committee Chairman and the Ballot Committee Chairman may in fact be the same individual.)

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.

Specific responsibilities:

1. Follows the provisions of Article IV (General) and Article VI (Eligibility, Nominations, and Ballots) of the MER Bylaws, and in accordance with MER Policy, Section VI in leading the nominations process.
2. Keeps the assigned Director informed of progress or problems concerning the slate of candidates.
3. Coordinates with the Ballot Committee, assigned Director, and the Editor of **The Local** for creating the ballot.
4. Prepares an annual budget request covering anticipated expenses for the coming year.

Newsletter Editor: The Local and eLocal

Appointed by: President

Approved by: Board of Directors

Reports to: Director assigned to oversee the publication.

Position Summary

Responsible for preparing, editing, and producing the official publication of the Mid-Eastern Region, *The Local*, in accordance with the Bylaws. The newsletter Editor is required to publish a quality magazine at least four times per year within the budgetary guidelines through soliciting articles and photographs of general interest, while also facilitating the communication of information from the Board members and staff to the members, e.g., contact information for officers and staff, convention information, AP program information, etc.

The Editor shall: acknowledge receipt of all information received; edit articles making full use of the volunteer proof-readers that are available for this purpose; and also, consult with those same proof-readers on quality, appropriateness, and general interest of the submitted materials.

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.

The Editor shall also serve as the final arbiter of what content is actually published and shall also decide those articles that may appear in the print version of *The Local* versus in the *eLocal*. The first twelve pages of the print version of *The Local* shall also be defined as equivalent to the first twelve pages of the *eLocal*. Thus, the in-house official articles and information contained within those first twelve pages will reach all members, whichever version they receive.

All issues concerning *The Local* production shall be so designed as to conform to budgetary restrictions.

Specific Responsibilities of the Editor:

1. Keeps the overseeing Director informed at all times.
2. Works with the Publisher to provide a quality production.
3. Works with the Publisher to produce uniform quality and tone of the publication.
4. Acknowledges in writing (by postcard or formal e-mail) to contributors to confirm receipt of article(s) and indicate the anticipated edition date (if possible) that the article may appear in *The Local*.
5. Prepares an annual budget request to cover any anticipated expenses for the coming year.

6. Provides an electronic copy of *The Local* to the designated distributor for black and white printing and mailing to those members who wish to receive that format, and also sends the *eLocal* to the Webmaster and the Business Manager, for posting on the website and for distribution by email.

Newsletter Publisher: *The Local* and *eLocal*

Appointed by: President

Approved by: Board of Directors

Reports to: Editor of *The Local* and *eLocal*

Position Summary

Responsible for assembling the official publication of the Mid-Eastern Region, *The Local*, working directly with the Editor. The newsletter Publisher is responsible for providing “typesetting”, article layout and arrangement, and pasting-up services for each issue, to produce a web-and-email-ready version of the full issue of *eLocal*, as well as a ready-to-print version of *The Local*. The Publisher shall also produce camera-ready-copy and ship the camera-ready-copy and related artwork to the printer in a timely fashion. Those efforts all rely upon the materials delivered from the Editor to the Publisher with direction as to which issue and where in that issue (sequence location) that content might be placed. The Publisher is to communicate objectives met on creation and insertion of content, sending frequent draft versions of the *eLocal* to keep the Editor fully informed of the status of issues as they are being assembled.

The content of the first twelve pages of the print version of *The Local* shall be equivalent to the first twelve pages of the *eLocal*. The in-house official articles and business-related information must be contained within those first twelve pages. This ensures that all members will have access to this information regardless of which version they receive.

The Local serves as our official in-house publication and will contain all relevant 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 Publisher, working with the Editor, must exercise sound judgment and expertise for producing a uniform and pleasing tone to the publication.

Specific Responsibilities of the Publisher:

1. Keeps the Editor informed at all times.
2. Provides quality production.
3. Assembles the articles, photos and content obtained from the Editor into a pleasing and interesting presentation.
4. Collaborates with the Editor, when necessary, on layout design, presentation of content and space considerations.
5. Produces uniform quality and tone of the publication.

6. Acknowledges in writing (by e-mail) to the Editor confirming receipt of article(s) for insertion into draft versions of *eLocal* and communicates with the Editor routinely by providing draft versions of *eLocal*.
7. Prepares the ballot for all elections held within the Mid-Eastern Region of the NMRA.
8. Provides electronic copies of *The Local* and the *eLocal* of each issue to the Editor for final review and distribution.

MER Advertising Manager for *The Local* and *eLocal*

Appointed by: President
Approved by: Board of Directors
Reports to: Director assigned to oversee *The Local* and *eLocal*

Position Summary

Responsible for encouraging and obtaining quality advertisements for *The Local* and *eLocal* according to the MER Advertising Policy as written in Section X of the Executive Handbook. The Advertising Manager (aka, Ads Manager) will work with the customer to help with creation of the advertisement (aka, ad), if necessary, and will determine the exact cost of providing this assistance and the cost of displaying the ads. This information will be forwarded to the Business Manager for invoicing and collecting payment from the customer. After payment has been confirmed, the ad will be forwarded to the Editor and to the Director for review and final approval before sending it to the Publisher for entry into *The Local* and *eLocal*. The Advertising Manager will also be responsible for monitoring the display of the ads and keeping track of when the ad should be either removed or renewed.

Specific Responsibilities:

1. Keeps the Editor, Director and Business Manager informed at all times.
2. Reviews advertising applications for content and appropriateness. Assist customers with creating the ad if necessary, including help with graphics, fonts, size and any other details required for the creation of a quality advertisement.
3. Reviews with the customer the exact cost of the creation of the ad and the cost of displaying the ad over the requested number of issues, according to the price guide as outlined in the MER Advertising Policy.
4. Submits the total itemized cost of the ad to the Business Manager, who will then send an invoice to the customer by email and collect payment.
5. After obtaining confirmation of payment from the Business Manager, the Ads Manager will submit the completed advertisement to the Editor and the Director for final approval.
6. Monitors the publication of the ads and ensures that they are displayed properly in the issues where they have been scheduled to appear. Notifies the Editor if any errors or omissions are discovered.
7. Tracks the time-length of the ads and notifies the customer when the ads are ready for either renewal or removal.
8. Notifies the Business Manager when an ad renewal is requested at least 45 days before the date of renewal, so that a new invoice can be sent to the customer and payment can be made in a timely manner.
9. Notifies the Editor, Publisher and Director regarding the duration of each ad and when they will expire. The Editor is responsible for assuring that the ads conform to all specifications of the MER Advertising Policy and for removing ads that have expired.

Achievement Program Manager

Nominated by: MER President.
Nomination Approved by: Board of Directors and National AP Officer
Appointed by: National AP Officer
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". The Achievement Program Manager is responsible for becoming familiar with and following the duties as described above and assisting the Divisional AP Chairman 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 those applications to the National AP Chairman for processing. The AP Manager presides over the distribution of the AP Merit Award certificates to the award recipients through the Divisional AP Chairmen, or by mail, or at the Regional convention awards ceremony when possible.

Divisional AP Chairmen are nominated by Divisional Superintendents with the advice and approval of the Regional AP Manager.

The AP Manager should be responsible for developing a regional publicity program for encouraging wider membership participation in the Achievement Program and diligently publicize 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".

Specific responsibilities:

1. Keeps the regional President informed of the AP activities at all times.
2. Prepares reports for the Board of Directors meetings as requested.
3. Prepares an annual operating budget request to cover all anticipated expenses.

Archivist

Appointed by: President
Approved by: Board of Directors
Reports 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.

Specific responsibilities:

1. Maintains a catalog of all archival materials so they can be found readily.
2. Actively solicits prototype and model plans for inclusion in the archives.
3. Promptly copies and mails plans and articles from the archives to MER members who so request.
4. At regular intervals, writes a short column for **The Local** (such as: In the Region 30 Years Ago).
5. Prepares an annual budget request to cover anticipated expenses for the coming year.

Audit Committee Chairman

Appointed by: Board of Directors
Approved by: Board of Directors
Reports to: Board of Directors

Position Description

The Chairman of the Audit Committee shall supervise and conduct an audit of all of the financial records of the Region on the schedule provided in the bylaws. Such audit shall be performed using the generally accepted practices used for conducting audits. Except as otherwise provided in the bylaws, the audit shall be conducted after the end of the Region’s fiscal year for which the audit is required by the bylaws.

All Region officers, employees, and members conducting Region business shall comply with the requests of any Audit Committee member.

The Audit Committee report shall be provided to each member of the Board of Directors and the business manager within 10 days of its conclusion. Further dissemination may be withheld by the Board of Directors while any post-audit investigation and subsequent action emanating from such investigation is pending.

Budget Committee Chairman

Appointed by: (Not applicable – Treasurer serves as Committee Chairman)

Reports to: Board of Directors

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.

Specific responsibilities:

1. Receives budget input from all individuals responsible for regular operations and special projects. (The Treasurer sends out the requests for budget input.)
2. 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.
3. Keeps the Board of Directors informed of progress and any problems concerning the budget process and the Budget Committee activity.
4. Notifies the President when the budget is ready for presentation, and mails (e-mails) a copy to each member of the Board of Directors 10-14 days before the annual budget meeting.
5. Compiles, at least, an Annual Report for the Board of Directors and the membership.

MID-EASTERN REGION EXECUTIVE HANDBOOK
SECTION 4 – CREATION OF A NEW DIVISION AND REQUESTS FOR
DIVISIONAL BOUNDARY CHANGES

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A. CREATION OF A NEW DIVISION

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, e-mail addresses, residential street addresses, and their NMRA member numbers.
- 5. Bylaws** – A copy of this proposed Division's 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 in consultation with the Business Manager.
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 reason(s) 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. 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 meeting 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 the 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 as required by paragraph number 5, of this petition, above.

(1) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

Section 4
Creation of Divisions

(2) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(3) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(4) _____
(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)

(6) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(7) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(8) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

Section 4
Creation of Divisions

(9) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(10) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(11) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(12) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(13) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(14) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(15) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

B. REQUEST FOR DIVISIONAL BOUNDARY CHANGES

I. Application

Divisions or interested groups of individuals may request changes in divisional boundaries via a letter to the Secretary of the Mid-Eastern Region NMRA, Inc.. The letter shall clearly state in detail which counties would be affected and the reasons for requesting the change.

II. Review and Comment

A representative of Board of Directors of the Mid-Eastern Region shall poll the affected members regarding the proposal.

- a. If a majority of polled members oppose the proposal or are indifferent or unresponsive, the petition shall be dismissed by the Board of Directors.
- b. If a majority of polled members affirmatively favor the proposal, then such proposal for change will be published in **The Local** for two consecutive issues as set by the Board of Directors for review and comment by members of the MER.

III. Board of Directors Action

After such period of time and after reviewing any comments and the results of the initial polling, the Board of Directors shall vote on the proposal,

IV. SAMPLE LETTER

To: Officers and Directors of Mid-Eastern Region, NMRA

We, the signers of this letter, request that the Mid-Eastern Region, NMRA, move the following counties from (Division's name) to (Division's name):

(Names of counties and states)

We are requesting this boundary change be made because:

(Names of signers – for individuals, also print or type person's name and NMRA number)

**MID-EASTERN REGION EXECUTIVE HANDBOOK
SECTION 5 – POLICIES**

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Throughout this Section, 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 Executive Handbook 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. BSA Merit Badge Program | F. Budget |
| G. Clinics | H. Contests | I. Convention |
| J. Nominations | K. The Local Editor | |

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 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.

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 BSA Coordinator, 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. MID-EASTERN REGION NMRA, INC., (MER) AND ITS DIVISIONS CODE OF CONDUCT POLICY

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 Mid-Eastern Region, NMRA, Inc. (MER), its Divisions, and any event or activity in which the MER or its Divisions are participating with other entities.

2. General Principles

The Mid-Eastern Region, NMRA, Inc. (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 a National Model Railroad Association (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 MID-EASTERN REGION NMRA, INC., (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, I 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.

XIV. TRAVEL AND EXPENSE REIMBURSEMENT POLICY FOR THE MID-EASTERN REGION NMRA, INC., (MER)

1. Statement of Purpose and Responsibilities - The Mid-Eastern Region (MER) of the National Model Railroad Association (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 Board of Directors (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.

**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)*

THE MID-EASTERN REGION, N.M.R.A., INC.
EXECUTIVE CONVENTION HANDBOOK

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1. Revision History.

Original document issued in 1988.

Revised again Spring/Summer 2004, to introduce the CAT Team approach, and clean up cosmetics by making it a true MS Word document.

Revised again: **February 27, 2014**

Revised again: **April 28, 2018**

2. INTRODUCTION

This manual has been prepared to be used as a guide for providing for the essential planning and scheduling of conventions for the Mid-Eastern Region (MER), National Model Railroad Association, Inc. (NMRA). It is intended that the Local Convention Committee (LCC) shall use this document as a reflection of the MER policy and as a recommended guide in the organization and the operation for conventions. Because of liability and insurance issues, a LCC must be a recognized entity of the NMRA/MER such as a Division, unless approved otherwise by the MER Board of Directors (BOD).

The MER Executive Convention Chair (ECC) will coordinate each and every MER convention. All of the convention planning, scheduling, facilities, activities and financial arrangements will require the final approval by the MER ECC. The LCC chairman shall be responsible for the detailed organization and operation of the convention.

The LCC shall be responsible for organizing and conducting a convention. The LCC shall act as the host group for the MER convention activities and shall supply the organization and the material support for the activities. Any other activities will be at the discretion of the LCC with prior approval by the MER ECC. LCC key personnel are the Convention Chair and the Convention Manager.

The MER Convention Action Team (“CAT” Team) will provide personnel to execute a number of functions that are common to all conventions, in order to ensure consistent performance and reduce risk of errors. This will include the ECC, Registration, Treasurer, AP/Contest Judging Team, Clinics Coordinator (for help with the LCC Clinics Coordinator).

The LCC’s responsibilities include Open House Layout Tours, nearby Prototype Tours, call board/operating sessions, soliciting modular groups to display & operate (optional), a White Elephant Room (optional), an Auction (optional), and Raffle (optional), and other optional nearby non-rail activities.

Any Division, Club, or Group who desires to host a convention must contact the MER Executive Convention Chairman (ECC) to discuss the plans and to reserve a tentative date for hosting an MER convention.

Any approved convention activity that is carefully planned, has a proper budget, and approval by the MER is still subject to the risk that something can go wrong. In this case, the Region assumes the role of the insurer and accepts the financial loss.

The enclosed document represents the MER policy and Guidelines for all convention operations. Any item not covered in this document must be discussed with the MER ECC.

The phrase(s) “approval or permission by MER”, or similar wording, means the MER BOD.

The plan is essentially that the CAT Team handles the tasks that are repeatable exactly as is at each convention, e.g. Registration, Contest Room, etc. independently of the LCC and that the local team handles the venue- and /or area-specific tasks that require local knowledge, e.g. layout tour open houses. The intent is that the workload on the local people is minimized and that tasks are performed consistently.

The MER and the host group must sign a contract for the convention 30 days prior to the current convention.

3. MER POLICY AND GUIDELINES

The following information describes the policies and guidelines for conducting an MER Convention:

3.1 Contract Agreement

The LCC will enter a contractual agreement with the MER to host each MER Convention. This contract will be executed by the MER ECC and the MER President or MER Treasurer (See Sample contract - Form 4).

3.2 Convention Dates - Policy

3.2.1 Conventions will normally be held on a weekend once a year (Thursday thru Sunday):

3.2.1.1 Fall - Late September to Mid-October

3.2.2 No convention shall be held on a weekend of a religious holiday or any holiday that might compromise operations or attendance of the convention.

3.2.3 Any deviation of the above convention dates shall require the express approval of MER.

3.3 Locations

Optimally, the convention location rotates throughout the MER. This rotation will be standardized as best as reasonable so that each geographic area will have a convention nearby on a regular basis. The plan is for these areas to be hosts: North Carolina or Southern Virginia, Washington, DC, Maryland, Pennsylvania, and New Jersey.

3.4 Convention Activities

3.4.1 Required Activities - Policy

3.4.1.1 MER Contests

3.4.1.2 MER Board Meeting

3.4.1.3 Awards Ceremony

3.4.1.4 Clinics

3.4.1.5 MER Company Store (coordinate with Registrar's location)

3.4.1.6 Annual Meeting

3.4.1.7 Layout Visits

3.4.2 Optional Activities - Guidelines

3.4.2.1 Non-rail activities

3.4.2.2 Banquet (buffet or sit-down)

3.4.2.3 Movies or Slide Shows

3.4.2.4 Fan Trip(s)

3.4.2.5 Prototype Tours

3.4.2.6 Manufacturer Displays

3.4.2.7 White Elephant

3.4.2.8 Special Contests

3.4.2.9 Operations Callboard

3.4.2.10 Auction

3.4.2.11 Raffles

3.4.3 Alternate Activities Policy

Alternate activities may be planned for to replace any activity that may have to be canceled because of inclement weather or contractual problems.

3.5 Financial - Policy

3.5.1 The Convention Registrar shall be required to establish a financial and a statistical registration system for the convention. The MER Convention CAT Team performs this function.

3.5.2 The Convention Treasurer shall be required to open a convention checking account for handling all convention financial transactions via this account. The MER Convention CAT Team

performs this function.

- 3.5.3 Any changes in financial hotel arrangements, including sleeping room rates, after the hotel contract has been signed require the approval of the MER ECC.
- 3.5.4 No funds shall be dispersed for convention activities in excess of the approved budget and contracted commitments without the permission of the MER ECC. This could cause a financial loss for the convention.
- 3.5.5 A loan will be made available from the MER for advance convention expenses.
- 3.5.6 The convention budget shall include a fee to cover MER convention requirements.

Each MER local convention committee must recompense the MER the amount of \$1750, to begin with the first convention not already negotiated as of 2018-04-28. The compensation will replace the current \$1250 “fee” which the local convention committees now pay to the MER. The \$1750 compensation will be remitted to the MER prior to any revenue split with the local host group. **(Adopted April 28, 2018)**

- 3.5.7 All primary registrants who are not current NMRA members will be assessed a \$10.00 fee to register for the convention by the Rail Pass mechanism (as available). Secondary registrants, e.g., invited module groups will have their registration status determined by the LCC in consultation with the ECC as needed with the LCC incurring/absorbing all costs, e.g. printing special badges to differentiate attendees. If the LCC decides to extend free registration to a specific clinician or banquet speaker that decision is also at the discretion of the LCC and to be budgeted as such.
- 3.5.8 All funds that are due to the MER shall be made payable to the Mid-Eastern Region, NMRA, Inc. All fees and loans shall be required payable to the MER by the close of the convention.
- 3.5.9 A complete financial report and a registration statistical report shall be given to the MER ECC when all checks have cleared and bills paid after the completion of the convention. Financial records of each convention are subject to audit prior to final distribution. Funds due to the MER shall be forwarded promptly to the MER Treasurer.
- 3.5.10 Losses covered by the MER will be limited to these specifically contracted items: facilities, transportation, and food functions.
- 3.5.11 A \$5.00 registration must be charged for each family member attending an MER convention. Family members shall encompass significant others and sponsored minors up to and including the age of eighteen. It will specifically not include spouses who are established model railroaders. The policy shall be implemented at the first possible opportunity, to include all upcoming conventions where the registration charges have not yet been determined.

(Adopted April 28, 2018)

3.5.12 Regarding cancellation fees:

- Any cancellation for any reason up to 30 days prior to the convention shall be refunded fully, less a \$10 administrative fee.
- Within 30 days of the start of the convention, only the base registration will be refunded, less a \$10 administrative fee. Tour tickets, including Operation Callboard tickets, and banquet tickets will not be refunded within 30 days of the start of the convention. If prepaid breakfast tickets are offered, they will be refunded only if the committee is not liable to the hotel.
- To receive any refund at all, the registrant must request said refund by USPS or email no later than November 30th of the convention year. Oral requests made at any time, including especially during the convention, will not be deemed sufficient to request a refund.

(Adopted April 28, 2018)

3.5.13 All approved activities of each MER convention must be included in total convention revenue, income and expenses, beginning with the first possible future convention as determined by the MER ECC. **(Adopted April 28, 2018)**

3.5.14 A 15% commission must be charged for MER convention auctions, white elephant sales and other relevant service sales, following the 2019 convention. **(Adopted April 28, 2018)**

Financial Policy Guidelines

1. A loan for advance convention funds will be available through the MER ECC. (Use the “Request for Convention Working Fund Advance” Form CH-1, as attached)
2. The fee that is to be due to the MER partially offsets certain costs for MER for such items as, but not limited to contest awards, MER overhead costs and advertising.
3. The convention budget shall be formulated to provide a 10% in excess over the projected costs of the convention. The budgetary excess shall be formulated based upon the cost per person for all convention activities except food costs. If there is to be a charge for meeting room space, whatever is the hotel’s minimum shall be factored into the budget. Care must be taken not to forget costs like hotel taxes, which are typically high, as much as 35%.
4. The loan repayment and the MER fees payment shall be paid to the MER by the close of the convention.
5. All funds payable to the MER shall be delivered to the Treasurer of the MER, and notification of payment shall be given to the MER ECC by the Treasurer.

6. All financial and statistical convention reports shall be delivered to the MER ECC for distribution to the MER Board of Directors.
7. The budget of the convention, prior to the final contractual and/or registration publication commitment, shall be submitted to the MER ECC for review and approval.
8. The convention budget shall include sufficient funds to cover potential penalties for failure to meet required room-night commitments.
9. Final profit from the convention will be split 50/50 between the hosting Division(s) or Group(s), and the Region.
10. Funds for Judges' Lunches are budgeted by the LCC.
11. **No Division or Committee member shall pay for items out of their own pocket.**

Exception 1 – Stamps, envelopes and paper for letter.

Exception 2 – A member may get authorization from the Treasurer for small items.

3.6 Convention Facilities - Policy

3.6.1 The hotel accommodations shall be provided in close proximity to the convention activities.

3.6.2 Adequate space shall be provided for the following functions

3.6.2.1 Registration Area - Usually in the lobby or convention area equipped with tables and chairs for the registration personnel and a large bulletin board for convention notices. Provide for a separate bulletin board and tables for activities/groups for giving out information and posting announcements. Electricity must be available. (Combine the registration, the MER Company Store, and the hospitality room if room size and location permits.)

3.6.2.2 MER Board Meeting: Board Meeting Room - Provide for a small 20-30 people conference-style room for use by the MER Board for the Board meeting. [Recommended space is 350 sq ft]

3.6.2.3 Clinic Rooms: Provide for 2-4 theater-style seating rooms, each for 50-100 people [See 6.1 – 6.5 for details]

3.6.2.4 MER Contests Room: The rooms must be large and well lit with a minimum of exits for security purposes. The rooms should provide adequate space for an absolute minimum of 150 square feet of table space for the model and craft displays with sufficient room for four-foot minimum aisles. (See 5.1-5.7.3 for specifics]. Some exhibitors and/or contest judges may require power for their displays or extra lamps for judging.

3.6.2.5 Awards Ceremony Room: Usually coincides with the Banquet Room. If no banquet is held at the convention, provide for a theater-style seating room for 200-300 people equipped with a public address

system, a screen and projector for showing slides of the winning entries and future conventions, and tables for holding plaques, trophies and certificates. [Recommended space is 2000 sq ft]

3.6.2.6 Annual Meeting Room: Initially this meeting traditionally is initiated as part of the Banquet (or equivalent on Saturday) and adjourned for continuance thereafter the following day (usually Sunday morning) and takes place in a room equivalent to one of the clinic rooms [Recommended space is 1000 sq ft]

3.6.2.7 Company Store & Door Prizes [Recommended space is 500 sq ft]

3.6.2.8 **Optional Activities**

3.6.2.8.1 Movie Room: A theater-style seating room for 75-100 people.

3.6.2.8.2 Displays: Model Displays are usually accommodated as possible within the Contest Room. Flexibility is required to address these as unknown quantities of such items may arrive without warning.

3.6.2.8.3 Banquet Room: Required to accommodate 250-350 people for dinner. A raised platform or a head table for regional officials may be required. The hotel will typically need 3 days advance notice as to the quantity, which should be known from the registration; a reasonable attempt should be made to accommodate attendees who are walk-ins. The banquet room typically also serves as the location for the awards ceremony, speaker, etc., but also for the auction. Thus, it is most efficient to have the room where the auction items are displayed reasonably close proximity.

3.6.2.8.4 White Elephant Room: A large well-lighted room with a minimum of exits because of security reasons will be required. The room should hold at least 10 tables (30" x 72" or equivalent) with sufficient aisle space. [This space is frequently combined with the space used to hold and display Auction items based upon available rooms and personnel to operate these activities.]

3.6.2.8.5 Auction Room: Provide for a theater-style seating room for 200-300 people equipped with a raised platform, tables and a public address system (if needed). A nearby, preferably adjacent and lockable item registration and holding room for the sales items and the LCC's financial accounting staff is preferable (Display area for items prior to the auction that may coincide with a White Elephant room). Both item registration and the auction itself may require electricity. [Recommended space is 2000 sq ft]

3.6.3 The hotel choice shall be in the medium price range and all rooms shall be with the standard appointments.

3.6.4 The hotel accommodations and all space arrangements shall be confirmed in writing as to the cost and the time periods of use.

- 3.6.5 Most hotels do not allow retail sales from sleeping rooms. No sales will be permitted from sleeping rooms unless approved by the hotel. It is not MER's intent to provide dealer space during a convention.
- 3.6.6 All food and drink arrangements that are to be furnished by the hotel/caterer shall be confirmed in writing as to quality, menu, quantity and cost, and approved by the MER ECC. This is normally quite expensive, and should be avoided; however, it is recognized that this is rapidly becoming normal for hotels to contractually require themselves to be the source of all food inside the hotel. **Breakfast Facilities** – Optimally should be available on site to provide for a quick and early breakfast, if an outside activity has been planned.
- 3.6.7 The hotel facilities and rates shall require the review by the MER ECC prior to any contract commitment.
- 3.6.8 If comp rooms are available, their disposition will be at the discretion of the MER ECC and Convention Chair.

Guidelines

The MER President should be the first recipient of a comp room. The CAT Team Registrar should be the second recipient of a comp room. The Convention Chairman should be the third. Convention Handbook

- 3.7 Responsibilities for the MER CAT - Policies and Activities
- 3.7.1 Provide the Registrar function for the convention. The Registrar will be responsible for the basic paper packages for all attendees. The registrar must be informed about all extra fare items, and all of the basic costs like registration and hotel.
- 3.7.2 Provide the Convention Treasurer function for the convention. The Treasurer will establish the bank account(s).
- 3.7.3 Provide the AP/contest judging for the convention. This includes any secretarial efforts, including registration and awards management. This is an independent self-managing operation.
- 3.7.4 Assist with, or execute, Clinic planning.
- 3.8 Responsibilities for the Local Convention Committee - Policy
- 3.8.1 Planning and coordinating all of the MER required in consultation with the ECC, optional and local alternate convention activities.

- 3.8.2 Under the direction of the Convention Treasurer, conduct all financial matters of the convention. This includes establishing a budget, collecting fees, paying contractors, paying the MER and accounting for revenue.
- 3.8.3 Preparing the initial Registration Form (Processed by the Registrar), Publicity, and the Hotel Accommodations Information and providing them to the MER ECC, no later than 9 months prior to the convention for the LOCAL convention issue.
- 3.8.4 Under the direction of the Convention Registrar (a stand-alone operation that is coordinated by the ECC), manages registrations, both pre-convention and at the door, and desk coverage at the convention.
- 3.8.5 Clinics - lead all arrangements pertaining to the clinics. (See the Region Clinic Planning Guide, Section 6 [This is supported by the MER CAT Clinics Coordinator].
- 3.8.6 Contests - The MER CAT provides this function as a stand-alone operation that is coordinated by the ECC. The MER will provide for the insurance against theft of models through the NMRA. The LCC shall provide for an eat-in lunch for judges; for example, a hoagie and soft drink, not expensive hotel catering, as permitted. Budget for ~20 people on this item.
- 3.8.7 Awards Ceremony - provide time on the Banquet (or equivalent) schedule and the space for the contest awards and other awards to be presented. While this is usually a part of the Banquet, this can also be an individual activity. The program is to be arranged by the MER ECC. Coordination by the LCC chair with the MER ECC and Contest Chair is required prior to the ceremony.
- 3.8.8 *Auction/White Elephant/Raffle - Provide a room for registering and holding the auction items until such time for the Auction and/or similarly for White Elephant sale items. Provide a minimum of space for the local members to receive entries and to manage the White Elephant sales and/or auction activities. All income (or loss) from these activities as well as a Raffle and/or Door Prizes reside with the hosting Division(s) or Group(s).
- 3.8.9 *Call board/operating sessions may be arranged and coordinated by the LCC. Fees assessed for these sessions shall be limited to real costs, e.g. for the provision of light snacks and liquid refreshments. These fees are not to be used as a profit making activity and are to be paid to the hosts of these sessions; however, it is also recognized that the use of these fees may be useful for insuring registrants of these sessions to attend.
- 3.8.10 *Solicitation of the participation of modular groups to display & operate (optional) layouts on site may be arranged and coordinated by the LCC.
- 3.8.11 Create and maintain an up-to-date Web-site. This should include content about layout tours,

clinics, prototype tours, and other special activities. It should also include the electronic registration form, and a downloadable registration form.

3.8.12 Non-rail Activities - provide for the tours, contests, demonstrations, luncheons, games and clinics for entertaining non-rail oriented convention attendees. The MER Clinic Coordinator (CAT Team position) will assist.

3.8.13 Fan Trips, Layout Tours and/or any other rail-related activities are to be provided. Arrangements for these items need to be made at least 10 months ahead of the convention year. Potential Open House hosts must be approached early, to give them time to planning, then reminded 90 days before the convention, and re-confirmed finally 2-3 weeks before the convention, so that any pending problems can be dealt with, and if a host has to cancel, minimize disruption to the convention schedule. Bus trips must be organized on roughly the same time schedule, to confirm that the bus company fails to be available for the trip(s) for whatever reason requiring a last minute scramble to secure alternate transportation.

3.8.14 Photographer -- The MER CAT will provide this function.

Guidelines:

1. Provide local personnel to support the activities above.
2. Communicate all convention activity problems with the MER ECC, CAT Registrar/Treasure, and the MER Contest Chair, as required.

* = Optional

3.9 **Insurance - Policy**

3.9.1 Model Contest Theft Insurance will be provided through the NMRA.

3.9.2 Liability Insurance will be provided through the NMRA for NMRA members.

3.9.3 Non-Members will be issued a Rail Pass membership if they are eligible for all Convention Activities. Non-Members that are solely providing an open house function will need to be covered by their Home Owner's Insurance and this should be confirmed well in advance.

Guidelines:

1. For special requirements, contact the MER ECC.
2. All claims shall be made through the MER ECC.

3. It is the responsibility of the MER Treasurer to assure that liability and theft insurance are available for each convention.
4. Additional riders may be required for outside activities at additional cost. The ECC must be notified about riders or special coverage not later than 60 days prior to the convention.

3.10 Contests - Policy

3.10.1 The MER will present a Best of Show plaque for each convention and they shall be distinctive from all other certificates presented.

3.10.2 The MER will encourage sponsorships of special awards by individuals, recognized groups, or organizations for contests within the established categories of MER contests. These awards, as approved by the BOD, shall be for a term not to exceed two years and are renewable. The President's Award and those others designated as such will remain official MER awards until such time as they may be discontinued.

3.10.3 Rules for approved MER convention contests are:

3.10.3.1 Popular vote contest.

3.10.3.1.1 Convention registrants are the voters.

3.10.3.1.2 A Popular Vote Ballot will be provided in the Contest Room.

3.10.3.1.3 In the designated area on the ballot, the registrant prints the contest entry number of the model in appropriate line for each contest.

3.10.3.1.4 Place the ballot in the ballot box.

3.10.3.1.5 THERE MAY BE ONLY ONE VOTE PER ATTENDEE/Registrant.

3.10.3.2 All other contests will be judged by NMRA rules or those approved by the MER Board.

3.10.3.3 The MER Contest Chair is responsible for procuring the awards as budgeted and/or directed by the President.

3.10.4 MODEL CONTEST

Categories for this contest are: Steam, Diesel, Traction, Freight Car, Non-Revenue (Maintenance-

of-Way), Caboose, Passenger Car, On-Line Structure, Off-Line Structure, On-Line Display, Off-Line Display, and Modules. Awards will include a First Place Plaque, and First, Second and Third Place Certificates in each of these categories. A Best-of-Show Plaque will also be awarded to the one entry judged best in the entire judged contest.

3.10.5 PHOTO CONTEST

The categories for this contest include Model and Prototype: Steam, Prototype; and Other.

3.10.5.1 **NO SLIDES** are accepted in MER Photo Contests.

3.10.5.2 All prints must be mounted on an 11" x 14" rigid mount of any color. Only those prints that are 5"x7" through 8"x 12" will be accepted. Photo image area must be between 35 and 96 square inches to qualify.

3.10.5.3 Odd shapes are allowed, but within the above dimensional limits.

3.10.5.4 No more than five (5) photos per entrant will be accepted. Framed photos will be disqualified. Masking or matting is permitted. Photo and matting material must be securely fastened together. If a photo falls off the mounting board, it will be disqualified. The MER will not be responsible for separated photos and mountings.

3.10.5.5 Awards will made for Best in Show – Photography, (plaque), and First, Second and Third (certificates) in each of the categories.

3.9.6 General policies

Any questions concerning an entry's category will be resolved before judging begins. A certificate and an appropriate ribbon (as available) will be given to all winners of First, Second, and Third place. A Best-of-Show plaque will be awarded to the most deserving entry as determined by the judges.

3.11 Convention Advertising

The LCC is contracted to cover the cost of advertising in three issues of the LOCAL. Typically ten pages of the LOCAL are allotted by the Editor to advertise the upcoming convention. Additional page requirements or other advertising may be billed to the LCC. Timely and accurate submission of convention advertising to the LOCAL Editor is essential. The pages are typically an opening announcement page and a registration in the May/June issue, three descriptive pages and the registration page in the July/August issue, and three different descriptive pages with a final registration page in the September/October issue of The LOCAL.

The LCC is strongly recommended to take every opportunity to advertise their convention by placing an appropriate article the NMRA magazine, contacting and distributing information and updates regularly to the MER membership via e-mail, contacting MER Division Superintendents, contacting neighboring Regions, and attending, displaying and presenting at neighboring Regional conventions

as well as at other events as available such as trains shows that take place in the Region.

3.12 Final Plans

This document and all convention plans are to be discussed in detail with the MER ECC before proceeding with any firm planning for the convention. The MER ECC shall be kept informed on convention program changes and other problems on a timely basis.

3.13 Miscellaneous - Policy

3.12.1 The MER encourages any reasonable special projects to commemorate their conventions.

4. CONVENTION PLANNING

4.1 Organization Structure:

In order to manage a convention successfully, a certain degree of organization shall be required to coordinate all of the convention activities. The following is a representative outline of a convention organization structure to help in the formulation of a LCC. Application of the enclosed procedures is at your discretion to fit the local convention activities.

The enclosed representative convention organizational structure is formatted into an executive organization controlling numerous committees, each having a pre-defined charter or responsibility. The charter for each committee is intended to define in detail the tasks for which it is responsible.

The Executive Officers will be the prime day-to-day coordinators and officials of the convention. The charter from which they operate delineates their positions and duties. The LCC in turn combines all of the committees into a cohesive planning and meeting body. The other committees report to the appropriate Executive Officer on technical matters and to the Executive Committee.

The Charter for the Executive Officers and the Executive Committee is as follows:

CHARTER FOR THE EXECUTIVE OFFICERS AND THE EXECUTIVE COMMITTEE Executive Officers

The duties of the Convention Chair, the Convention Manager, and the Convention Treasurer shall consist of running the day-to-day affairs of the convention and acting as the prime source of information and coordination throughout the convention. The responsibilities and duties of these officers are:

4.1.1 The ECC leads the CAT.

4.1.2 Convention Chair (or Co-Chairs):

4.1.2.1 shall be “Head” of the convention. In this capacity he shall be the prime spokesperson of the convention;

4.1.2.2 shall be the prime contact with the MER ECC;

4.1.2.3 shall have overall responsibility for contact with the hotel and other key cost activities; the hotel contract is negotiated and approved by the MER ECC;

4.1.2.4 shall oversee the activities of all committees;

4.1.2.5 shall review and approve the financial arrangements made for the convention; and

- 4.1.2.6 may change the charters of the committees if deemed necessary.
- 4.1.2.7 The ECC shall not normally act in the dual capacity as a Convention Chair for the LCC. The only circumstance in which the ECC may also act as LCC is when the CAT Team is acting as the Convention Committee.
- 4.1.3 Convention Manager. (Assistant Chair)
 - 4.1.3.1 shall assist the Chair in the above activities and shall be responsible for:
 - 4.1.3.1.1 Management program for the convention;
 - 4.1.3.1.2 Delegated committee task assignment;
 - 4.1.3.1.3 Committee technical coordination;
 - 4.1.3.1.4 Convention detail planning;
 - 4.1.3.1.5 Overall convention scheduling;
 - 4.1.3.1.6 Assisting the Treasurer as required.
 - 4.1.3.2 shall be responsible for originating and maintaining the convention correspondence as required (secretarial duties). He/she shall work closely with the Convention Chair in all matters.
- 4.1.4 The Convention Treasurer. (CAT Team):
 - 4.1.4.1 shall be responsible for the financial and statistical affairs of the convention. In this endeavor, he shall be the sole determining judge for approval of any expenditure based upon the Budget of the convention;
 - 4.1.4.2 shall, with the assistance of the chairs of the committees, submit the proposed Budget for the convention. When approved by the Executive Committee and the Convention Chair, this will be the Budget for the convention.
 - 4.1.4.3 shall statistically attempt to predict the registration in each category for the convention and base the convention Budget upon these and other budgeted receipts and disbursements.
 - 4.1.4.4 shall set up and maintain suitable accounting records for the convention.
 - 4.1.4.5 shall set up a checking account for the convention. This account shall be used for all deposits and disbursements.

4.1.4.6 shall formulate, based upon the committee's input, the amount of funds required in advance from the MER.

4.1.4.7 may elect to form a financial committee to assist him. In this respect, the Convention Treasurer will act as chair of the committee.

In the remote case where the Convention Chair is absent and the convention business must be carried out, the following guidelines must be noted:

1. The Convention Manager will take over the responsibilities of the Convention Chair except as noted.
2. The Convention Treasurer will handle all financial related items.

In case of absence of either the Convention Treasurer and/or the Convention Manager, the Convention Chair will assume the responsibility of the missing officer.

4.1.5 Executive Committee:

4.1.5.1 shall consist of the executive officers and the chairs of the committee; and,

4.1.5.2 shall be tasked with deciding, by discussion, the major policies of the convention. This shall include the primary task of deciding and approving the Budget of the convention.

4.1.5.3 The Chair of the convention shall be head of the Executive Committee.

4.1.5.4 Notification by telephone, mail, or e-mail shall be made at least one week in advance to all members that an Executive meeting will be held.

4.1.5.5 The committee meetings shall be open to all members of any committee.

4.1.5.6 The Chair of the Executive Committee will plan an agenda for each meeting and note those action items for resolution. He shall also maintain a synopsis of meeting minutes and forwards a copy to the MER ECC.

Rationale

The following attempts to answer some questions as to the reasons why jobs were noted and spread out vice combined into a job for a single person or a committee.

1. Why should there be a Convention Chair and a Convention Manager? The reason is that running a convention must be on two levels. Level One is the planning/technical level, when charting, funding, people and scheduling principles are to be required on a time table basis. This is a job

for a Convention Manager. Level Two is on a personality, social, administrative and arbitration level. This job is for the Convention Chair. By dividing the work and with the two working as a team to balance each other, the day-to-day activities can be accomplished without overburdening or depending on any one individual.

2. Why should there be an Executive Committee? The Executive committee acts as a forum for the formal meeting or meetings for formulating the convention plans and for deciding the funding allocations. It also keeps everyone informed, and, if the guidelines are adhered to makes the convention group a democratic process and not a dictatorship. The Executive Committee in truth is too large a body to effectively operate for the detailed decisions. In practice, the Executive Officers, based upon the planning formulation of the Executive Committee, makes the detailed decisions.
3. Why are there so many committees? Committees are only names of groups or individuals tasked to do a job. The committee (or tasks) can be combined to suit the convention. The committee basically represents a task to be accomplished. The use of the committee organizational structure is is also representative of a convention organization structure to help in the formulation of a LCC. Application of the above procedures and structure is at your discretion to fit the local convention activities.
4. Why does someone else not handle most of the non-rail tasks? Except for those few host groups that have a dynamic group of people who want to do it themselves, most non-rail activities are implemented by the other groups to provide coordinated scheduling and planning. It is usually easier for one person to manage, for example, all transportation for the convention than to have two activities do it individually with confusion to the local bus company.

4.2 PERSONNEL STAFFING

4.2.1 Introduction

Choosing the personnel for running a convention is usually a limited one. Usually a group gets together and decides whether they would like to host a convention. This group is usually the key personnel nucleus of the host convention. The rest of the personnel will be the volunteers who will assist.

The subject of personnel staffing refers to the accurate application of the nucleus group and the volunteers into a cohesive effort to support the convention.

The Personnel Selection Criteria (Section 4.2.4) represents guidelines on the selection of people to do the convention tasks. The key people are responsible for assessing the personnel available to them and making the necessary assignments. However, in order to get the job done, it is better to turn down or replace the volunteer as needed, if it is felt that a person cannot or will not do the task correctly.

4.2.2 Personnel Selection

- 4.2.2.1 The following selection criteria lists the individual positions required for the tasks noted. The criterion for choosing the key people is an optimistic one realizing that no one individual can fill all of the requirements. However, it does provide an insight into the type of individuals required to do the task correctly.
- 4.2.2.2 It is well known that some of the better MER conventions have been put on with only a bare minimum of personnel and only one key individual. Therefore, this listing of criteria for personnel should not act as a negation for host group convention plans, but the policy is not to have a single person do all the work — the CAT Team exists to spread the load, provide experience from previous conventions, and streamline common efforts.
- 4.2.2.3 The following members of the MER Board of Directors may not serve on the LCC as Convention Chair, Convention Manager, or Convention Treasurer due to potential for conflicts of interest: president, vice-president, secretary, treasurer, directors-at-large, or the business manager. (Section numbered and restriction added 10/04/2018)
- 4.2.3 Miscellaneous
- 4.2.3.1 In most cases, each member of the local convention committee will wear many chair hats. The prime message from our experience is to ensure that the individual is on top of the assigned task and you will not have a major problem.
- 4.2.3.2 **The most common problems that occur in managing personnel are due to poor communications.** You must ensure that each staff member knows everything about the task assignment(s) and all of the problems that are involved before they commit themselves. In this way, you will be assured that the individual will be able to apply themselves to the total problem involved. Lacking this degree of idealized personnel, self-starters will usually complete the assignment in good order.
- 4.2.3.3 If everything else fails, remember that most conventioners would be willing to help if you ask them for help.
- 4.2.4 Personnel Selection Criteria
- 4.2.4.1 Convention Chair - The Chair should be a dynamic individual who should be capable of organizing the people and the activities. The Chair should be knowledgeable of the region's activities and have attended prior conventions. The Chair should be capable of acting as the spokesperson for the convention.
- 4.2.4.2 Convention Manager - The Manager should be an individual who is detail conscious and should

be capable of planning and scheduling the activities in advance. The Manager should also be knowledgeable as to the details of a convention's make-up.

- 4.2.4.3 Convention Treasurer (CAT Team) - The Treasurer must be an individual who is capable of financial estimating and has experience in the financial management field. Precise and accurate accounting standards and procedures must be followed.
- 4.2.4.4 Committee Heads - The Committee Heads should be chosen for their willingness to work with little or no supervision and their "can do attitude". Anyone who volunteers and half-heartedly says only "OK" may be more of a problem than doing it yourself!
 - 4.2.4.4.1 **All of these key personnel should have a copy of the Convention Handbook and be familiar with its contents!**
- 4.2.4.5 Volunteers - A good number of volunteers will be required for the convention site.
 - 4.2.4.5.1 Setup/Strikedown - A three (3) person group (suggested) will be required for the morning of the convention to arrange the rooms and the activities and to clean up directly after the convention closes. Clean up is critical since the MER would like to be able to return to some venues in the future!
 - 4.2.4.5.2 Registration/Information - A minimum of four (4) people (suggested) will be required for setting up the information displays and for providing a team for registration.
 - 4.2.4.5.3 Auction/Contests/Security - A group of individuals will be required for covering all of the activities at the convention site. This group by far takes the most number of volunteers. The contest room must be covered for security reasons and validate people moving models both in and out of the convention. A group of individuals will be required to register items in the Auction/White Elephant room and provide security. Only trusted volunteers should be used. If necessary, volunteers could be recruited during the conventions.
 - 4.2.4.5.4 Fan Trips - A group of individuals will be required to coordinate and ride the fan trip to ensure that the activities go as planned for controlling the movement of the convention. If the fan trip is a supervised layout tour, driving dry runs to the destinations are required for scheduling a time table operation.

4.3 CONVENTION COUNTDOWN

4.3.1 Introduction

The convention countdown refers to a calendar schedule of events that are required to take place prior to the convention itself. The events must be performed and all agreements must be reached in order to provide adequate arrangements for the convention, as specified.

4.3.2 Format

The format of the enclosed chart notes (**in draft**) when certain activities must occur over a two-year period prior to a convention.

Prior to ~9 months before a convention, the time and the activities may be slipped in any manner. After 9 months prior to the convention, the time frame notes should be adhered to closely.

5. REGION CONTEST PLANNING GUIDELINES

Meeting the following requirements will be the responsibility of the LLC for planning the Region Model Contest with consultation of the MER Contest Chair.

5.1 Contest Room

The room should be large enough to contain the model display tables, the registration table, and adequate spectator viewing space. Ideally, two doors for allowing “flow-through” viewing traffic should be provided. The room shall be lockable for security purposes.

5.2 Lighting

In many cases, the available room lighting may be inadequate and supplemental lamps, lights, etc., shall be required. Glare from added sources should be avoided. The ideal judging and viewing illumination approaches that under which the models were built.

5.3 Tables

A minimum of twelve 5-foot long tables will be required, in addition to 16 - 18 feet of table space for the favorite train contest. White table cloths or covers shall be preferred. Additional tables may be required dependent on model entry numbers and sizes. A minimum of 15 chairs will be required for the judges for judging the models. A minimum of 3 chairs and 2 tables will be required for registration.

5.4 Registration

The MER Contest Chair will register all of the model contest entries and provide all of the required materials and forms.

5.5 Miscellaneous

Provide extension cords for powered or lighted entries. Ample pencils, pens, and ballots, and a ballot box for the favorite train voting are provided by the MER Contest Chair. The Favorite Train and/or Popular Vote ballot counting will be the responsibility of the MER Contest Chair. Security of the contest area during all hours will be the responsibility of the LCC. Access to the Contest room will be provided to the MER Contest Chair. A simple lunch will be provided for the judges, *i.e.* hoagies and soft drink (again, not the hotel’s expensive catering, if permitted) and will be the responsibility of the

LCC and coordinated with the MER Contest Chair.

5.6 Timing

The registration of contest arrivals is primarily held on Friday with Saturday morning available to late arrivals. The convention schedule (determined by the LCC) should be posted near the convention registration desk and/or in the convention handout. The contest judging will require a minimum of four (4) hours and maximum of seven (7) hours, totally dependent on the number of entries which is not predictable. Additional time will be required for taking pictures for The LOCAL (preferably should be done during judging). Judging and picture taking is usually not completed in time for opening the contest room on Saturday afternoon, but the room will open after the awards are presented.

5.7 Photo Contest

5.7.1 The photo contest operation requires 2-4 tables for supporting the MER photo contest display racks. The tables should be six to eight feet long.

5.7.2 Entries will be registered by the MER Contest Chair.

5.7.3 The Photo Contest is a popular vote contest.

There will be 3 categories of entries accepted:

- a) Prototype Photos, Steam Related - Images of prototype steam engines;
- b) Prototype Photos, Other - Non-Steam-Images of any prototype engines, rolling stock, structures, etc;
- c) Model Photos - Images of model railroads and related model items;

6. REGION CLINIC PLANNING GUIDELINES

The clinics or seminars covering prototype and modeling subjects for the rail oriented conventioneer or non-rail topics for the other attendees are a very important part of each convention meet. The following requirements will be the responsibility of the LCC in planning for the presentation of Region Clinics.

6.1 Clinic Rooms – Set-up

Clinic rooms should be large enough for comfortably seating 50-100 people. Theatre seating is typically used for clinics that do not involve a hands-on clinic. Classroom seating (with tables) is required for hands-on clinics. Table tops should be protected from damage. Rolls of kraft paper are suitable, although work surfaces suitable for cutting, gluing, painting, etc. may be required. The clinician should be consulted to determine if additional items are needed, such as a sufficient number of tables for displaying the modeling subject, if employed in the clinic; an easel. or for a slide/movie projector with a screen. More tables may be needed for make & take hands-on clinics.

6.2 Lighting

Room lighting variation on dimmer light switches is preferred if a projector is used. Room lighting is usually adequate for most clinics. Some clinicians may require electrical outlets.

6.3 A-V Equipment

Plan on providing a computer projector and projector screen. Clinicians should be queried if they require other equipment, such as easels with pads and pens. Many clinics are prepared and presented using computer software. Clinicians usually provide their own laptop computers. Other arrangements may be necessary and clinicians should be queried as to requirements. Items like projectors and computers are susceptible to theft. The LCC should take prudent precautions, such as using security cables. These items are usually available from the convention facility for a substantial fee. The LCC should make every effort to supply these directly or at a lower cost. The LCC should also validate that their supplied equipment is functional on-site prior to the start of the clinics.

6.4 Clinics Coordinator

The LCC convention chair appoints the LCC Clinics Coordinator, who is responsible for all arrangements pertaining to the clinics, including obtaining clinicians. The MER Clinic Chair is required to assist the local Convention Committee Chair in identifying potential clinicians. The Clinics Coordinator solicits potential clinicians to produce an interesting and balanced program. The Clinics Coordinator is the primary point of contact with clinicians, obtains descriptions of the clinic suitable for promoting the convention, scheduling the clinics, interfacing with the clinician concerning logistics and equipment, and doing whatever else is necessary and prudent to having a good clinics program. Inclusion of hands-on “make & take” clinics is recommended. Experience has shown that it is prudent to reconfirm all arrangements with clinicians a week prior to the convention.

6.5 Timing

The clinics should be presented at times when the most people can attend. They should not be

scheduled at the same time when the Awards Presentation Ceremony or Annual Meeting is in progress. If multiple clinics are scheduled at the same time, then some clinics should be scheduled twice (preferable) if reasonable during the convention to allow for maximum attendance. Whether to schedule a clinic more than once is an LCC decision.

6.6 Clinician Recognition and Financial Arrangements

- 6.6.1 All clinicians must register and pay for their convention activities. Clinicians should be presented with an appropriate certificate commemorating and confirming their participation and presentation of clinic. This is useful for those clinicians pursuing their Volunteer Certificate in the AP.
- 6.6.2 The local host group is responsible for making the arrangements for, and providing certificates. Beyond the issuance of a certificate, an provision for a gift such as a convention coffee mug, or convention hat or shirt is within those options available to the LCC, if desired.
- 6.6.3 Clinicians can be reimbursed for the cost of materials for extra-fare clinics. As such, information regarding “extra fare” charges for clinics that are arranged need to be coordinated with the Registrar to insure their inclusion on the registration form and on the web. Additionally, said fees are collected by the Registrar and thereafter distributed directly to those clinicians.
- 6.6.4 The LCC may decide whether to independently provide clinic notes and other materials and the media (e.g., paper, online). The LCC may decide to reimburse clinicians for printing notes.
- 6.6.5 Many nationally well-known modelers are being requested to present clinics at conventions all over the country on a monthly or more frequent basis. Most try to accommodate as many of these requests as possible. However, it is becoming increasingly financially difficult for these people to do so. Therefore, nationally well-known clinicians may be provided with a complimentary room with the approval of the ECC. Reimbursement of other expenses must be approved by the MER through the ECC. Rental vehicles shall not be provided. The LCC should not hesitate to contact the ECC for advice, clarification and approval.

THE REASON FOR ECC AND/OR MER APPROVAL IS TO KEEP THIS COST UNDER CONTROL.

7. REQUEST FOR CONVENTION WORKING FUND ADVANCE

Name of Convention:

Dates of Convention:

Location of Convention:

Amount Requested \$:

Make Check Payable to:

Give complete details on what this advance will be used for, in the space below and/or attach the details on a separate sheet.

Mail Check To:

Name:

Address:

City, State, Zip+4:

Signature of LCC Chairman _____

and Convention Treasurer _____

Send this form to the Executive Convention Chairman

For Approval of \$0 -\$200.00: to the Executive Convention Chairman

For Approval of \$200.00 - \$500.00: to the MER Treasurer

For Approval of requests above \$500: MER BOD must approve

9. CONVENTION STATISTICAL SHEET

Convention Name:

Date:

Registration:

Break Even:

Convention Registration Rate	\$
Hotel Rooms - blocked	
- pick up	
Hotel Room Rate	\$
Meeting Rooms - available	
- utilized	
Meeting Space Rate	\$
Total room nights Sold by the Hotel by day	_____
MER Fee	\$
MER Loan	\$

10. CONVENTION FINANCIAL REPORT

Date _____

Convention Location:

Convention Dates:

INCOME:

Registrations	\$
Company Store	\$
Extra-fare	\$
Banquet	\$
<u>TOTAL INCOME</u>	\$

EXPENSES:

Banquet	\$
Buses	\$
Extra Fare items	\$
Lunches for Judges	\$
Printing	\$
Miscellaneous Hotel Expenses	\$
Hotel penalty for room-night shortage	\$
Advance from the Mid-Eastern Region	\$
Mid-Eastern Region Fee	\$
TOTAL EXPENSES	\$
BALANCE	\$

(Balance is shared equally between the host group and the MER)

Host Convention Chairman _____

Convention Treasurer _____

Attach Convention Budget spreadsheet computer file (Excel) to this report.

(FORM CH - 2C)

11. MER CONVENTION BANQUET ACTIVITIES

The banquet activities are under the control of the ECC. This form (recommended activities and order) will be filled out by members of the MER staff and coordinated by the MER ECC.

The banquet starts at _____

The Cocktail Party (No Host - Cash Bar) starts **1** hour prior to the banquet _____

Before the Banquet starts, the Banquet Host, _____ will welcome the group.

Invocation (optional) will be given by _____

Food Service starts being served.

Program starts after dessert is served.

11.1 The Program

11.1.1 Host introduces the President of the MER _____

11.1.2 MER President will call the Annual Meeting to order. Introduce MER Officers/visiting NMRA Dignitaries (5 minutes). If the President or Vice President of the NMRA is present, allow 5 minutes for remarks.

A.

B.

C.

D.

11.1.3 The MER President will ask for an adjournment until Sunday Morning

11.1.4 The MER President thanks the host group and returns the program to the Host.

11.1.5 Introduction of the Host group by the Host Chairman (5 minutes).

Appreciation to Suppliers for the Door Prizes, other contributions, etc.

11.1.6 Introduction of the after dinner Speaker / entertainment portion of the program

11.1.7 Introduce Achievement Program Chairman for the presentation of the Achievement Awards and / or MMR award(s) as necessary (10 minutes).

- A.
- B.
- C.
- D.

- 11.1.8 Introduce MER Contest Chair.
- 11.1.9 MER Contest Chair hands out Contest Room Awards. (20-30 minutes)
- 11.1.10 MER Contest Chair calls upon various presenters of Special Awards and returns program to the Host.
- 11.1.11 Introduce the representative(s) from the next MER convention for the presentation of their activities (10 minutes).
- 11.1.12 Closing comments
- 11.1.13 Announcements

The End

12. Convention Contract

THE MID EASTERN REGION, N.M.R.A., INC

This agreement is entered into on dd/mm/yyyy by the Mid-Eastern Region, N.M.R.A. Inc, a non-profit Maryland Corporation, hereinafter call MER, and enter name of name of Division here hereinafter called the Host, for the purpose of providing an enjoyable and educational model railroad convention for MER members and other interested persons.

The MER agrees to: (a) provide guidance to the Host through its Executive Convention Chair; (b) to inspect the proposed facilities to ensure they meet the general requirements for a convention facility; (c) to negotiate a hotel contract; (d) to provide a loan of \$_____ at no interest as advance money; (e) to provide adequate liability and property damage insurance through the N.M.R.A., Inc.; (f) to provide convention advertising and registration forms in the pre-convention issues of “*The LOCAL*”; and (g) to underwrite any contractual loss the Host may incur in running the convention. Conversely, no profits shall accrue to the Host, but shall revert to the MER General Fund.

The Host agrees to: (a) provide adequate facilities to handle the convention activities as set forth in the Convention Handbook, for (b) a registration attendance fee approved by the MER Executive Convention Chair; (c) to provide adequate sleeping rooms at reasonable cost nearby and suitable eating facilities for the convention. The Host also agrees to repay the costs of “*The LOCAL*” pre-convention advertising, and loan repayment as noted in Appendix ‘A’ of this agreement. The Host agrees to surrender all excess of funds realized from the convention as set forth in the convention handbook, and to supply the Executive Convention Chair and Treasurer of the MER a complete financial report and other data as required by the convention handbook. Tentative dates and location of the convention are: _____

In witness thereof, the undersigned have approved this agreement.

For MER:

Executive Convention Chair: _____

MER President: _____

or Treasurer: _____

For the Host:

Division Superintendent: _____

Convention Chair: _____

Convention Treasurer: _____

Appendix A:

Convention Fee*: \$1750 (Changed April 28, 2018)

Loan, if applicable: \$_____

TOTAL: \$_____

*This fee partially offsets costs for MER for such items as, but not limited to contest awards, MER overhead costs and advertising.

(Form CH 4)

**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 should 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 all aspects of 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 ByLaws, especially Article X, Divisions. A copy should 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 Bylaws 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 Bylaws must be updated to reflect changes in National and MER policies, practices and requirements and reviewed by the MER Vice-President.

The Appendix to this Handbook contains an example of 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 and of their Division. 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 15th 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.

Divisions are encouraged to keep 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 OF DIVISION ADMINISTRATIVE 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/mini-convention 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 Magazine**, 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 in a first come, first served basis. 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 of at least 30 minutes 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 mini-convention.

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 February 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. (**Note:** a revised format is attached as part of the Appendix)
(9/10)

XVI. MER CONVENTIONS

Divisions should consider hosting an MER convention. The MER Executive 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 money-making enterprises, a host Division can expect to receive significant revenue from a successful convention. 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, challenges associated 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.

Appendix I - 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 non-profit 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.

Section 7
Division Superintendent's Handbook

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 defined by county and state.

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.

Article VII
Duties of Officers and Board Members at Large

Section 7
Division Superintendent's Handbook

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 with approval and reports to the Regional 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 two 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 a 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 requires 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 CPA or professional accountant.

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.

**Yearly Division Report
Reporting Period:**

Division:

Meeting Times and Places:

**Change in Officers from last year (including AP Coordinator).
Contact information:**

Achievement Program highlights:

Activities from the past year:

Special Projects or working with other organizations

Any successful or new ideas that your division has tried that might be helpful to other divisions.

Where in your opinion could the MER provide support to your division?

Superintendent's Name and Signature.

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

- | | | | | | |
|----|---------------------------------------|----|---|----|--|
| 1 | Oct 11-12, 1946
Philadelphia, PA | 23 | Oct. 4-6, 1957
Hagerstown, MD | 50 | Apr 23-25, 1971
Wilmington, DE |
| 2 | May 17-18, 1947
Reading, PA | 24 | May 15-16, 1958
Roanoke, VA | 51 | Oct 1-2, 1971
Richmond, VA |
| 3 | Oct. 11-12, 1947
York, PA | 25 | Aug 22-24, 1958
Pittsburgh, PA (J) | 52 | Apr 28-30, 1972
Lancaster, PA |
| 4 | May 22-23, 1948,
Washington, DC | 26 | Jun 12-14, 1959
Blowing Rock, NC | 53 | Oct. 6-8, 1972
Hampton, VA |
| 5 | Oct. 2-3, 1948
Altoona, PA | 27 | Oct.16-18, 1959
York, PA | 54 | Apr 6-8, 1973
Roanoke, VA |
| 6 | May 21-22, 1949,
Lancaster, PA | 28 | April 29-May 1 1960
Fredericksburg, VA | 55 | Oct. 19-21, 1973
Silver Spring, MD |
| 7 | Sep 24-25, 1949,
Baltimore, MD | 29 | Oct. 28-30, 1960
Elizabeth, NJ | 56 | May 3-5, 1974
Willow Grove, PA |
| 8 | May 20-21, 1950,
Reading, PA | 30 | May 19-21, 1961
Old Pt. Comfort, VA | 57 | Sep 27-29, 1974
Harrisburg, PA |
| 9 | Oct.7-8, 1950
Roanoke, VA | 31 | Oct. 13-15, 1961
Camden, NJ | 58 | May 2-4, 1975
Lewistown, PA |
| 10 | May 12-13, 1951,
Harrisburg, PA | 32 | May 4-6, 1962
Norristown, PA | 59 | Oct. 3-5, 1975
Richmond, VA |
| 11 | Oct 6-7, 1951,
Richmond, VA | 33 | Sep 7-9, 1962
Hagerstown, MD | 60 | Apr 30-May 2, 1976
Valley Forge, PA |
| 12 | May 3-4, 1952
York, Pa | 34 | May 24-26, 1963
Richmond, VA | 61 | Oct. 1-3, 1976
Wilmington, DE |
| 13 | Oct. 4-5, 1952
Cumberland, MD | 35 | Oct. 18-20, 1963
Alexandria, VA | 62 | Apr 29-May 1, 1977
Williamsburg, VA |
| 14 | May 2-3, 1953
Philadelphia, PA | 36 | May 15-17, 1964
Winchester, VA | 63 | Sep 30-Oct 2, 1978
Reading, Pa |
| 15 | Oct. 3-4, 1953
Washington, DC | 37 | Aug 19-25 1964
Philadelphia, PA (N) | 64 | May 5-7, 1978
York, PA |
| 16 | May 15-16, 1954
Wilmington, DE | 38 | May 21-23, 1965
Roanoke, VA | 65 | Oct 13-15, 1978
Baltimore, MD |
| 17 | Sep 18-19, 1954
Altoona, PA | 39 | Sep 24-26, 1965
Pittsburgh, PA (J) | 66 | Aug 1-5, 1979
Princeton, NJ |
| 18 | May 14-15, 1955
Bethlehem, PA | 40 | April 29-May 1, 1966
Reading, PA | 67 | Apr 25-27, 1980
Carlisle, PA |
| 19 | Aug 26-27, 1955,
Baltimore, MD | 41 | Oct 21-23, 1966
Baltimore, MD | | ++ Sep 27, 1980
Williamsburg, VA (A) |
| 20 | May 5-6, 1956
Trenton, NJ | 42 | May 19-21, 1967
Altoona, Pa | 68 | Apr 30-May 3, 1981
Hampton, VA |
| 21 | Oct. 6-7, 1956
Old Pt. Comfort, VA | 43 | Sep 29-Oct 1, 1967
Wilmington, DE | 69 | Oct. 2-4, 1981
Pittsburgh, PA (J) |
| 22 | Jun 8-9, 1957
Atlantic City, NJ | 44 | May 17-19, 1968
Hampton, VA | 70 | Jul 12-18, 1982
Washington, DC (N) |
| | | 45 | Oct 11-13, 1968
Alexandria, VA | 71 | Apr 22-24, 1983
Wilmington, DE |
| | | 46 | May 23-25, 1969
Easton, PA | 72 | Sep 30-Oct 2, 1983
Hagerstown, MD |
| | | 47 | Oct. 3-5, 1969
Philadelphia, PA | 73 | May 4-6, 1984
Greensboro, NC |
| | | 48 | Apr 17-19, 1970
Reading, PA | 74 | Sep 28-30, 1984
Cherry Hill, NJ |
| | | 49 | Oct 9-11, 1970
Binghamton, NY (J) | 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 October 18-21, 2007
 Lynchburg, VA
 113 October 16-19, 2008
 Reston, VA
 114 October 15-18, 2009
 Hagerstown, MD
 115 Sept 30-Oct 3, 2010
 Princeton, NJ
 116 October 27-30, 2011
 Cary, NC
 117 October 18-21, 2012
 Suffolk, VA
 118 October 10-13, 2013
 Rockville, MD
 119 October 16-19, 2014
 Hagerstown, MD
 120 October 22-25, 2015
 Mt. Laurel, NJ
 121 October 20-24, 2016
 Durham, NC
 122 October 12-15, 2017
 Harrisburg, PA
 123 October 4-7, 2018
 Rockville, MD
 124 October 10-13, 2019
 King of Prussia, PA
 125 October 15-18, 2020
 Charlotte, NC
 (Postponed)
 126 October 21-24, 2021
 Hunt Valley, MD
 127

++ 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
1st VP, Clark H. Pool
2nd VP, Edwin P. Holbrook
Secretary, Lloyd C. Mayers
Treasurer, Horace I. Mollary

1947

President, Edwin P. Holbrook
1st VP, James F. Ziegler
2nd VP, Jack H. Schraedley
Secretary, Lloyd C. Mayers
Treasurer, Horace I. Mollary
LOCAL Editor, Donald Peck

1948

President, Lloyd C. Mayers
1st VP, Horace I. Mollary
2nd VP, Leonard F. Shuffstall
Secretary, Irvin V. Kopp
Treas. Jack H. Schraedley
LOCAL Editor, Enoch L.
Harlan

1949

President, James F. Ziegler
1st VP, William Ecthernach
2nd VP, Cecil W. Matthews
Secretary, J. Francis
Cunningham
Treas., Jack H. Schraedley
LOCAL Editor, Lloyd C.
Mayers

1950

President, Cecil W. Matthews
1st VP, Harry V. Jost
2nd VP, Frank A. Fisher
Secretary, J. Francis
Cunningham
Treasurer, Otho L. Zeigler
LOCAL Editor, J. Francis
Cunningham

1951

President, Jack H. Schraedley
1st VP, Edward F. Haviland
2nd VP, John H. Keifer
Secretary, Lloyd C. Mayers
Treasurer, Otho L. Zeigler

LOCAL Editor, J. Francis
Cunningham

1952

President, Leonard F.
Shuffstall
1st VP, Donald I. Gross
2nd VP, James E. Lancaster
Secretary, Jack H. Schraedley
Treasurer, Robert D. Noel, Sr
LOCAL Editor, William T.
Frazier

1953

President, Leonard F.
Shuffstall
1st VP, Frank E. Weber
2nd 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 Sheaffer
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 Sheaffer
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

2007

Director, Herb Gishlick
 Director, Chuck Hladik
 Director, P. J. Mattson
 LOCAL Editor, Steve Kindig

2008

President, Roger Cason
 VP, John Janosko
 Secretary, Bill Roman
 Treasurer, Tom Buckingham
 LOCAL Editor, Steve Kindig

2009

Director, P. J. Mattson
 Director, Steve August
 Director, Don Jennings
 LOCAL Editor, Steve Kindig

2010

President, John Janosko
 VP, P.J. Mattson
 Treasurer, Tom Buckingham
 Secretary, Mike White
 Director, Steve August

Director, Don Jennings
 Director, Bob Price
 LOCAL Editor, Steve Kindig

2011

President, John Janosko
 VP, P.J. Mattson
 Treasurer, Tom Buckingham
 Secretary, Mike White
 Director, Steve August
 Director, Don Jennings
 Director, Bob Price
 LOCAL Editor, Steve Kindig

2012

President, John Janosko
 VP, P.J. Mattson
 Treasurer, Tom Buckingham
 Secretary, Mike White
 Director, Marty McGuirk
 Director, Don Jennings
 Director, Bob Price
 LOCAL Editor, Steve Kindig

2013

President, John Janosko
 VP, P.J. Mattson
 Treasurer, Tom Buckingham
 Secretary, Mike White
 Director, Marty McGuirk
 Director, Don Jennings
 Director, Bob Price
 LOCAL Editor, Steve Kindig

2014

President, John Janosko
 VP, P.J. Mattson
 Treasurer, Tom Buckingham
 Secretary, Mike White
 Director, Martin Brechbiel
 Director, Jack Dziadul
 Director, J. Gary Tyler
 LOCAL Editor, Earl Hackett

2015

President, P.J. Mattson
 VP, Chuck Hladik
 Treasurer, Tom Buckingham
 Secretary, Ken Nesper
 Director, Martin Brechbiel
 Director, Jack Dziadul
 Director, J. Gary Tyler
 LOCAL Editor, Earl Hackett

2016

President, P.J. Mattson
 VP, Chuck Hladik
 Treasurer, Tom Buckingham
 Secretary, Ken Nesper
 Director, Martin Brechbiel
 Director, Michelle Chance
 Director, Ken Montero
 LOCAL Editor, Earl Hackett

2017

President, P.J. Mattson
 VP, Kurt Thompson
 Treasurer, Brian Kampschroer
 Secretary, Ken Nesper
 Director, Martin Brechbiel
 Director, Michelle Chance
 Director, Ken Montero
 LOCAL Editor, Clint Hyde

2018

President, P.J. Mattson
 VP, Kurt Thompson
 Treasurer, Brian Kampschroer
 Secretary, Ken Nesper
 Director, Bob Charles
 Director, Michelle Chance
 Director, Ken Montero
 LOCAL Editor, Clint Hyde

2019 (10-07-2018)

President, Kurt Thompson
 VP, Ken Montero
 Treasurer, Brian Kampschroer
 Secretary, Martin Brechbiel
 Director, Bob Charles
 Director, Michelle Chance
 Director, Jack Dziadul
 (appointed for 1 yr)
 LOCAL Editor, Clint Hyde
 Interim LOCAL Editor, Jack Dziadul

2020 (10-13-2019)

President, Kurt Thompson
 VP, Ken Montero
 Treasurer, Brian Kampschroer
 Secretary, Martin Brechbiel
 Director, Randy Foulke
 Director, Jerry Lauchle
 Director, Robert Morningstar
 LOCAL Editor, Jack Dziadul
 (04-25-2020)
 LOCAL Editor, Greg Warth

2021 (10-10-2019)

President, Kurt Thompson

VP, Scott Unger

Treasurer, Brian Kampschroer

Secretary, Martin Brechbiel

Director, Randy Foulke

Director, Jerry Lauchle

Director, Robert Morningstar

Editor, The Local, Greg Warth

Section 9
Administrative/Management Calendar

January 31	<p>Submit material to Editor of The Local for the March/April issue, including:</p> <ul style="list-style-type: none"> • President’s column • Business Manager’s column • MER product order form • Achievement program update • Simplified financial statement for fiscal year ending 12/31 • Initial Convention Info. • Call for nominations for officers or directors to be elected in the Fall (including 200 word statement and photo) and timetable for election deadlines and dates. 	<ul style="list-style-type: none"> • President • Business Manager • Merchandise Sales Manager • AP Coordinator • Treasurer • LCC/ECC • Nominating Committee Chair
February 15	<ul style="list-style-type: none"> • Report of Division activities for the past year and plans for the upcoming year due from the Superintendents to the Vice President. • Solicit agenda items for April MER Board of Directors meeting 	<ul style="list-style-type: none"> • Each Division Superintendent • Vice President • Secretary
February 28	<ul style="list-style-type: none"> • Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> • Business Manager • Publisher of The Local
March 1	<ul style="list-style-type: none"> • Editor/Publisher sends eLocal to webmaster, prints and mails paper copy of The Local. • Business Manager sends email with link to eLocal to electronic subscribers. 	<ul style="list-style-type: none"> • Editor of The Local • Publisher of The Local • Webmaster • Business Manager
March 1 – June 30	<ul style="list-style-type: none"> • Business Manager to validate each candidate’s eligibility as their statements are filed, but no later than May 30. 	<ul style="list-style-type: none"> • Business Manager
March 31	<p>Submit material to Editor of The Local for the May/June issue, including:</p> <ul style="list-style-type: none"> • President’s column • Business Manager’s column • MER product order form • Achievement Program update • Division Annual Reports • Call for nominations for officers or directors to be elected in the fall (including 200 word statement and 	<ul style="list-style-type: none"> • President • Business Manager • Merchandise Sales Manager. • AP Coordinator • Local Convention Chair • Vice President

Section 9
Administrative/Management Calendar

	<p>photo) and timetable for election deadlines (repeat from prior issue of The Local)</p> <ul style="list-style-type: none"> • Preliminary “mark your calendar” information about Fall convention 	
April 1	<ul style="list-style-type: none"> • Send copies of agenda and minutes for BOD meeting plus updated roster 	<ul style="list-style-type: none"> • Secretary
April 15	<ul style="list-style-type: none"> • Deadline for mailing State of Maryland, Department of Assessments and Taxation Form 1, Personal Property Return 	<ul style="list-style-type: none"> • Treasurer
April 15 – 30	<p>The Spring BOD meeting shall be held at the calendar year’s convention site in April, after April 15th on a date determined by the President. (See Policies III.5.E)</p> <ul style="list-style-type: none"> • Status of the MER • Reauthorize awards and contests (in odd numbered years) • All other issues that require the Board to address • Schedule next BOD meeting 	<ul style="list-style-type: none"> • President • Officers and Directors
Within one week after BOD Meeting	<ul style="list-style-type: none"> • Prepare and distribute to BOD members the list of items to be reported at next BOD meeting and applicable portion of Administrative/Management Calendar 	<ul style="list-style-type: none"> • President
April 30	<ul style="list-style-type: none"> • Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> • Business Manager • Publisher of The Local
May 1	<ul style="list-style-type: none"> • Editor/Publisher sends eLocal to webmaster, prints and mails paper copy of The Local. • Business Manager sends email with link to eLocal to electronic subscribers. • Place order for contest plaques, etc. 	<ul style="list-style-type: none"> • Editor of The Local • Publisher of The Local • Webmaster • Business Manager • General Contest Chair
May 15	<ul style="list-style-type: none"> • Submit IRS Form 990, Electronic Notice (e-Postcard) for Tax Exempt Organizations 	<ul style="list-style-type: none"> • Treasurer
May 30	<p>Deadline for Nominating Committee to report the slate of approved candidates to:</p>	<ul style="list-style-type: none"> • Nominating Committee

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Administrative/Management Calendar

	<ul style="list-style-type: none"> • Director overseeing this committee and Business Manager (Directors-at-large in odd numbered years, Officers in even numbered years). • Business Manager to validate each candidate's eligibility as their statements are filed, but no later than May 30. 	<ul style="list-style-type: none"> • Nominees • Business Manager
May 31	<p>Submit material to Editor of The Local for the July/August issue, including:</p> <ul style="list-style-type: none"> • President's column • Business Manager's column • MER product order form • Achievement Program update • Statements of Candidates • Remaining timetable for election deadlines and dates • Article discussing any non-election issues that are on the ballot • Notice of Annual meeting (held in conjunction with the MER fall convention) • Detailed information about the Fall convention, including signup forms • Information regarding contest rules for the Fall Convention 	<ul style="list-style-type: none"> • President • Business Manager • Merchandise Sales Manager • AP Coordinator • President or Secretary • Secretary • Local Convention Chairman • ECC • General Contest Chair • Nominating Committee Chairman • Candidates
June 1	<ul style="list-style-type: none"> • Deadline for delivering all information related to the ballots, i.e., list of nominees, 200 (and 500 word) word candidate statements, nominee photographs should be forwarded to the Director overseeing the Nominations committee to insure timely assembly of the ballot and relay of this information to the Editor of The Local and to the Web Master . • Validation of candidates should already be performed in parallel via the Business Manager. 	<ul style="list-style-type: none"> • Nominating Committee • Director overseeing Nominating Committee • Editor of The Local • Webmaster • Business Manager
Early June	<ul style="list-style-type: none"> • Production of ballot mailing begins – to include list of nominees, 200 word candidate 	<p>Director overseeing the Nominations Committee, with input from:</p>

Section 9
Administrative/Management Calendar

	<p>statements, nominee photographs, other issues to be decided by ballot (such as a Bylaws amendment), and an announcement of the date and time of the Annual Meeting.</p> <ul style="list-style-type: none"> Formatted materials should be sent to the Editor of The Local to insure inclusion on the July-Aug issue of the Local and creation of the Ballot and to the Webmaster to insure placement of the information on the MER web site by Aug 1 	<ul style="list-style-type: none"> Nominating Committee Chair (nominee names) Nominees (200 word statement and photograph) Business Manager (mailing list) Editor of The Local (creates ballot) Secretary (proposed By-laws changes, if any, date and time of Annual meeting)
June 30	<ul style="list-style-type: none"> Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> Business Manager Publisher of The Local
July 1	<ul style="list-style-type: none"> Editor/Publisher sends eLocal to webmaster, prints and mails paper copy of The Local. Business Manager sends email with link to eLocal to electronic subscribers. 	<ul style="list-style-type: none"> Editor of The Local Publisher of The Local Webmaster Business Manager
July 31	<ul style="list-style-type: none"> Re-distribute to BOD members the list of items to be reported at next BOD meeting and prepare and distribute applicable portion of Administrative/Management Calendar 	<ul style="list-style-type: none"> President
July 31	<p>Submit material to Editor of The Local for the September/October issue, including:</p> <ul style="list-style-type: none"> President's column Business Manager's column MER product order form Achievement Program update Detailed information about fall convention, including sign-up forms Remaining timetable for election deadlines and dates Notice of the Annual Meeting 	<ul style="list-style-type: none"> President Business Manager Merchandise Sales Manager AP Coordinator Convention Chair
No later than August 1	<ul style="list-style-type: none"> Mail ballots to members, using 1st class mail 	<ul style="list-style-type: none"> Director overseeing the Ballot Committee Editor of The Local Printer
August 31	<ul style="list-style-type: none"> Business Manager to send mailing 	<ul style="list-style-type: none"> Business Manager

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Administrative/Management Calendar

	list to Publisher	<ul style="list-style-type: none"> • Publisher of The Local
September 1	<ul style="list-style-type: none"> • Editor/Publisher sends eLocal to Webmaster, prints and mails paper copy of The Local. • Business Manager sends email with link to eLocal to electronic subscribers. 	<ul style="list-style-type: none"> • Editor of The Local • Publisher of The Local • Webmaster • Business Manager
Tuesday after Labor Day	<ul style="list-style-type: none"> • Returned ballots must be postmarked on or before this date to be valid 	<ul style="list-style-type: none"> • Members • Ballot Committee Chair
Saturday after Labor Day	<ul style="list-style-type: none"> • Ballots must be received by Ballot Committee to be valid 	<ul style="list-style-type: none"> • Members • Ballot Committee Chair
Early September	<ul style="list-style-type: none"> • Solicit agenda items for Fall MER Board meeting 	<ul style="list-style-type: none"> • Secretary
Several weeks before convention	<ul style="list-style-type: none"> • Send out copies of Agendas and Minutes for the BOD meeting and Annual Membership meeting, plus the latest roster 	<ul style="list-style-type: none"> • Secretary
2 nd Sat after Labor Day	<ul style="list-style-type: none"> • The Ballot Committee reports the results of the election to the President, the Director overseeing this committee, and the Business Manager within 1 week of certification of the results by the Ballot Committee 	<ul style="list-style-type: none"> • Ballot Committee Chair
3 rd Sat after Labor Day	<ul style="list-style-type: none"> • Deadline for President to notify all candidates of electoral status • Business Manager notifies Web Master and NMRA of election results 	<ul style="list-style-type: none"> • President • Business Manager
September 30	<p>Submit material to Editor of The Local for the November/December issue, including:</p> <ul style="list-style-type: none"> • President's column • Business Manager's column • MER product order form • Achievement Program update • Call for nominations for officers or directors to be elected in the following Fall (including 200 word statement and photo) and timetable for election deadlines and dates. • Election Results 	<ul style="list-style-type: none"> • President • Business Manager • Merchandise Sales Manager • AP Coordinator • Ballot Committee Chairman • Ballot Committee Chairman
October 1	<ul style="list-style-type: none"> • Elections results posted on MER- 	<ul style="list-style-type: none"> • Webmaster

Section 9
Administrative/Management Calendar

	NMRA web site	
October (but late Sept. or early Nov.)	<ul style="list-style-type: none"> MER Fall Convention – a MER board meeting is almost always held in conjunction with this convention 	<ul style="list-style-type: none"> Convention Chair, Officers and Directors, ancillary attendees
October - During MER Fall Convention	<ul style="list-style-type: none"> Annual Meeting of MER members – held in conjunction with MER Fall Convention – newly elected Officers or Directors assume their new positions at the end of this meeting 	<ul style="list-style-type: none"> President
October 31	<ul style="list-style-type: none"> Prepare and distribute to BOD members the list of items to be reported at next BOD meeting and applicable portion of Administrative/Management Calendar 	<ul style="list-style-type: none"> President
October 31 – even numbered years	<ul style="list-style-type: none"> Start Financial audit of MER books for the past two years (Treasurer’s term of office) <p>Note: if a new Treasurer takes over “mid-term”, an audit is needed at that time</p>	<ul style="list-style-type: none"> Audit Committee Chair (nominated by President or any Board member and appointed by the Board)
October 31	<ul style="list-style-type: none"> Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> Business Manager Publisher of The Local
November 1	<ul style="list-style-type: none"> Editor/Publisher sends eLocal to webmaster, prints and mails paper copy of The Local. Business Manager sends email with link to eLocal to electronic subscribers. 	<ul style="list-style-type: none"> Editor of The Local Publisher of The Local Webmaster Business Manager
November 1	<ul style="list-style-type: none"> Mail budget input forms to MER board members and sets return date 	<ul style="list-style-type: none"> Treasurer
November 1	<ul style="list-style-type: none"> Send Division Annual Report form to each Division Superintendent (due back February 15) and NMRA Insurance Compliance Form (due back December 15) 	<ul style="list-style-type: none"> Vice President
November 1 (even numbered years)	<ul style="list-style-type: none"> Send letter to Division Superintendents asking for copy of current bylaws – to be reviewed for compliance with NMRA provisions 	<ul style="list-style-type: none"> Vice President

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Administrative/Management Calendar

Mid-November	<ul style="list-style-type: none"> • Board members review budget requests with their committee chairs 	<ul style="list-style-type: none"> • MER Board members and Committee Chairmen
Late November – early December – Date set by Budget Committee Chairman	<ul style="list-style-type: none"> • Budget requests received by Budget Chairman 	<ul style="list-style-type: none"> • MER board members
November 30	<p>Submit material to Editor of The Local for the January/February issue, including:</p> <ul style="list-style-type: none"> • Report on previous Fall convention, including awards and activities • President’s column • Business Manager’s column • MER product order form • Call for nominations for officers or directors to be elected in the Fall (including 200 word statement and photo) and timetable for election deadlines and dates. • Achievement Program update 	<ul style="list-style-type: none"> • Convention and Contest Chairs • President • Business Manager • Merchandise Sales Manager • AP Manager • Vice President
Early December – Date set by Budget Committee Chair	<ul style="list-style-type: none"> • Budget Committee meets to prepare budget proposal for submission to MER board for Jan Budget meeting 	<ul style="list-style-type: none"> • Budget Committee Chair
Mid- to late December -	<ul style="list-style-type: none"> • Notify President when the proposed budget is completed 	<ul style="list-style-type: none"> • Budget Committee Chairman
December 15	<ul style="list-style-type: none"> • NMRA Insurance Compliance Forms due from Division Superintendents 	<ul style="list-style-type: none"> • Vice President
December 31	<ul style="list-style-type: none"> • Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> • Business Manager
December 31	<ul style="list-style-type: none"> • End of Fiscal Year 	<ul style="list-style-type: none"> • Treasurer