

HUB Division Executive Handbook		
Policies		
Date Approved	Section	Page
11/12/16	3	1

**1. Membership:**

- A.** Persons are members of The Hub Division, Inc. as provided in Article II of The Hub Division, Inc. By-Laws, as amended.
- B.** The membership list of The Hub Division, Inc. shall be maintained by the Office Manager of The Hub Division, Inc. and shall not be distributed to anyone other than members of The Hub Division, Inc. Board of Directors, its Corporate Clerk, and its Membership Chairman without a vote of the Hub Division Board of Directors.
- C.** New members of The Hub Division, Inc. shall be eligible to vote at HUB Division meetings upon acceptance of their paid membership application

**2. Annual Budget:**

- A.** The Treasurer will present to the Board of Directors an Annual Budget Plan one week before the June Board of Director’s Meeting. The Treasurer will work with all program managers to insure the needs of each program are addressed.
- B.** At the June meeting the Board of Director’s will review the Budget Plan and approve or eliminate items from the Plan
- C.** The approved Plan shall be the authorization required for the Treasurer to release The Hub Division, Inc. funds. Items not included in the Plan will need Board Authorization prior to the Treasurer releasing corporation funds in accordance with The Hub Division Bylaws as amended.
- D.** The Treasurer shall report to the Board at each meeting of the Directors the financial condition of the corporation.
- E.** During the course of the fiscal year, the Treasurer shall notify the Board when, in the opinion of the Treasurer, the fiscal condition of the corporation requires a reassessment of the Approved Budget Plan

**3. Hub Division Shows:**

**A. Admission Fees for Shows:**

Members who sign up in advance to work the Show and are given specific assignments by the Show Coordinator shall be issued a Dealer/Exhibitor (D/E) badge, which will permit the member admission to the Show. Each Member shall be allowed to sign up one guest in advance to work the Show, shall be given specific assignments and shall be issued a D/E badge.

Members who sign up in advance to set-up or takedown and participate in the Operations of the Module Group Layout shall be issued a D/E badge, which will permit the member admission to the Show.

D/E badges shall be worn at all times by members who are provided access to the Show. Only Members who are issued D/E badges shall be allowed into the Show

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HUB Division Executive Handbook		
Policies		
Date Approved	Section	Page
11/12/16	3	2

outside of public Show Times. **ALL** other Members who attend the Show shall pay the then posted Admission Rate to enter the Show.

**B. Show Manager:**

The President shall appoint, with the approval of the Board of Directors, a permanent Show Manager to organize and manage the Annual Trade Show and the Trade Show portion of any other HUB Show and/or convention including Trade Shows organized as a part of any Hub Division, Inc. sponsored NER Convention. The Show Manager shall have the same rights and authority of a Special Convention Chairman as provided in Article IV, Section 5 of The Hub Division, Inc. By-Laws, as amended. The Show Manager shall serve in this capacity for a three-year term or is otherwise removed as provided in Article IV, Section 5(e) of The Hub Division, Inc. By-Laws, as amended.

**C. Show Registrar:**

The President may appoint a Hub Division, Inc. member to serve as Registrar for a show and/or convention, or any other event as may be required.

**D. Door Security for Show Set Up:**

Only persons displaying a D/E Badge shall be allowed entry. Dealers and Exhibitors shall be notified of this policy upon confirmation.

**E. Free Tables:**

- (a) Non-profit organizations that are approved by the Hub Division, Inc. Board of Directors shall be allowed one free table, staffed by two personnel. The organization requesting the free table must have a mission, which is consistent with the purpose of the Hub Division, Inc.
- (b) Additional tables shall be provided at the current rate charged dealers.
- (c) Electricity shall be provided at the current rate charged dealers.
- (d) A maximum of four (4) D/E badges shall be provided the organization.

**4. Headlight Mailing:**

**A.** The Headlight shall for all qualified mailings be sent via the US Postal Service using The Hub Division, Inc. Non-Profit Postal permit. For non-qualified mailings, the Headlight shall be sent via US Postal Service First-class mail.

There shall be two general mailings to all Hub Division, Inc. Members:

- (a) the first shall be in September and the second shall be to meet the voting requirements as provided in The Hub Division, Inc. By-Laws, as amended.
- (b) other mailings shall be limited to paid subscribers, original Life Hub Members (who have not requested a discontinuance of the mailed copy), complimentary

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HUB Division Executive Handbook		
Policies		
Date Approved	Section	Page
11/12/16	3	3

copies as voted by the Hub Division, Inc. Board of Directors, and to new members during their first year of membership.

- B.** The Headlight shall not accept commercial advertisements.
- C.** Any organization engaged in the Hobby that wants a free copy of the Headlight may submit a request in writing to the Hub Division, Inc. Board of Directors to be placed on the mailing list to receive a complimentary copy. The Board of Directors must either approve or disapprove the request at a regularly scheduled Board of Directors Meeting.
- D.** Subscriptions (voted 9/27/08)
  - 1. Any HUB or NMRA member may subscribe to the Headlight by paying an annual subscription fee of \$7.00.
  - 2. Headlight subscriptions shall run from January to December
  - 3. New members shall be given a 1 year subscription to the Headlight when their membership becomes effective free of charge.
    - a) New members who join prior to June 30 shall receive a subscription through the end of that calendar year.
    - b) New members who join after June 30 shall receive a subscription through the end of the next calendar year.
  - 4. Headlight Subscriptions as part of the new member policy
    - a) For Family memberships, only the main identity will receive the complimentary 1<sup>st</sup> year subscription to the Headlight

**5. Hub Historian:**

- A.** The Clerk of The Hub Division, Inc. shall have charge of the official history of the division, which shall be kept in written form and passed on to each new Clerk. The information can be prepared and stored in electronic format and a printed version must also be preserved. The Clerk will record the names and terms of all officers, the location and dates of all Hub Division, Inc. events and any other information, which he deems appropriate or as directed by the Board of Directors
- B.** The Clerk shall receive and preserve copies of any and all publications of the Hub Division, Inc.
- C.** The Clerk shall also be the official keeper of records.
- D.** The Clerk shall also receive in electronic format or in written form periodic records from the Treasurer, Office Manager, Show Manager and Secretary so as to have a

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HUB Division Executive Handbook		
Policies		
Date Approved	Section	Page
11/12/16	3	4

back-up at all times of records required for the orderly management of the organization.

## **6. Reimbursement for Mileage:**

### **A. Hauling Hub Division Modules:**

- (a) Volunteers who trailer Hub Division, Inc. modules to an officially sanctioned event shall be reimbursed at the then current standard mileage rate established by the United States Internal Revenue Service for non-profit use of a motor vehicle.
- (b) The volunteer must log the starting and ending mileage so as to document the number of miles driven and the volunteer must obtain a written receipt for any and all tolls paid to complete transportation to the event. The actual toll fee shall be reimbursed. Failure to log actual mileage or to provide a written receipt shall negate payment.
- (c) The Treasurer shall provide a form acceptable to the Treasurer for such reimbursement. Such form shall be consistent with accounting forms then currently in use by general business for such expense.
- (d) Volunteers must submit all such vouchers for reimbursement to the Module Superintendent for review and approval prior to payment by the Treasurer. All such reimbursable expenses must be submitted to the Module Superintendent within forty-five (45) days of the event to allow for timely distribution of funds.

- B.** All other travel reimbursement must be pre-approved by the Hub Division, Inc. Board of Directors. The Hub Division, Inc. shall not honor any travel reimbursement that is not preauthorized. Upon completion of the preauthorized travel, the volunteer must submit the voucher for reimbursement to the President for review and approval prior to payment by the Treasurer. The voucher must contain the same information as is stated in item A(b) above.

## **7. Prepaid Fees, Not Refundable:**

Any activity of The Hub Division, Inc. that requires members attending the event to pay a fee (such as Banquets or Parties), that fee must be prepaid. The fee will not be refundable for any cancellation by the participant that occurs after a deadline date that will be stated for such event.

## **8. Sunshine Fund:**

- A.** Funds shall be included in the annual Budget Plan to meet the requirements of this policy as may be changed from time-to-time by The Hub Division, Inc. Board of Directors.
- B.** The purpose of this fund shall be for:

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HUB Division Executive Handbook		
Policies		
Date Approved	Section	Page
11/12/16	3	5

- (a) the purchase of flowers or other contributions made in the Memory of Members of The Hub Division, Inc. or their Spouse who have served in a leadership role and contributed to the continued growth and success of the corporation's mission.
- (b) the purchase of flowers or a get-well gesture using the criteria set forth in (a) above.
- (c) The purchase of get well cards to members only when that member's illness is made known to other members.

C. The amount of the contributions shall be fixed as follows:

Memorial Contribution

- (a) One Hundred (\$100.00) dollars for Corporation Officers, Board Members or other Hub Division Department Leadership.
- (b) Fifty (\$50.00) dollars for the spouse of a member in (a) above.

Get Well

- (a) Flowers, Fruit Basket or other get-well gesture - Fifty (\$50.00) dollars maximum.
- (b) Cards – Three to Five (\$3.00 - \$5.00) dollar range.

**9. Speakers & Clinicians:**

- A. Traveling distances from outside of Massachusetts less than eight (8) hours, the Hub Division, Inc. shall reimburse for use of an automobile the shortest distance, in miles, from their domicile to the Hub Division event at the then current standard mileage rate established by the United States Internal Revenue Service for non-profit use of a motor vehicle. For distances greater than eight (8) hours, the Hub Division, Inc. shall pay for a coach fare ticket at the least cost reasonable for such travel.
- B. Overnight travel from outside Massachusetts:
  - (a) the Hub Division will customarily pay for one (1) night hotel accommodations at a hotel selected by the Hub Division, usually the function hotel.
  - (b) When the program schedule necessitates a clinic be given before noon, the Hub Division will provide up to two (2) nights accommodations as stated above.
- C. A Hub Division member will pick up Speakers or Clinicians traveling by public conveyance at the appropriate terminal. The Hub Division shall not pay for or reimburse any car rental fee or Taxi fare.

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HUB Division Executive Handbook		
Policies		
Date Approved	Section	Page
11/12/16	3	6

- D. The Hub Division will provide up to two meals at the banquet event. Speakers and Clinicians are encouraged to partake in the evening activities.
- E. The Hub Division will not pay or reimburse any other meal expenses.
- F. In lieu of any of the above reimbursements, an honorarium may be offered to non Hub Division members up to One Hundred (\$100.00) dollars.
- G. Hub Division, Inc. members are not eligible to receive any of the above stated compensation.

**10. BOD Meetings:** (voted Nov. 15, 2008)

- A. BOD Meetings shall be held on the Second Saturday of the months of September, November, January, March and June

**11. Guesswork Guidelines:** (voted Sep. 25, 2010)

All postings to the email distribution list are subject to the following rules and regulations:

- A. The theme of the group is model railroading. Appropriate topics are those which relate to model railroading, including prototype railroad items and news. Inappropriate topics include, but are not limited to, politics, religion, sports, entertainment, social, and environmental items that are either presented without need (when one is talking about model railroading) or presented in a biased manner.
- B. If the posting is first-time, the group manager may either remove the poster from the group, or issue a warning to the poster and put the poster on permanent probation, depending on the severity of the post. Any subsequent off-topic posting will result in removal of the poster from the group.

**12. NMRA Confidentiality Policy:** (June 12, 2011)

In order to protect the privacy rights and concerns of our members, the National Model Railroad Association, Inc. is forwarding this statement to all Region and Division personnel. All such personnel are expected to understand and abide by this policy.

Due to changes in the law as well as increased concern over privacy issues and identity theft, it is now NMRA policy that anyone with access to membership information obtained from the national NMRA must agree not to disclose any such information to anyone who is not authorized to have access to the information for official use.

The NMRA is in the process of obtaining permission from each member to disclose his or her personal information to other members, as we have in the past for those wishing to visit or contact other members. Due to changes in the law and increased privacy concerns, we can no longer disclose such information without the consent of the members concerned. Moreover, no information should be disclosed by any NMRA official, elected or appointed, at any level of the NMRA, that would allow those without authorization to obtain personnel information of other

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HUB Division Executive Handbook		
Policies		
Date Approved	Section	Page
11/12/16	3	7

members. This would include mass electronic mail distribution with private email addresses in the “to” or “cc” address lines where the information can be read by any recipient. Currently member information such as name, address, phone number, and email address is made available to each Region membership officer, and is also available to each Region president. Those persons are expected to pass this information along to their Region’s Division superintendents and membership officers so that they can use the information for official business. Welcome letters, re-rail letters, newsletters, meeting notifications and the like would be considered official business. Other official mailings to all Region or Division members are also permitted.

This policy strictly prohibits dissemination of member information to 100% NMRA clubs. Such clubs are not part of the NMRA corporate structure, and the NMRA has no way to control how such information would be used. 100% NMRA clubs are clubs whose members are all members of the NMRA, however, they have no other responsibilities to the NMRA. The NMRA HQ will continue to identify if a person is a member of the NMRA to an NMRA club for purposes of confirmation of the person’s eligibility for membership in the 100% NMRA club. However, we would request the club to first request a copy of the membership card from the prospective member in order to confirm eligibility.

Any NMRA official who passes personal membership information along to non-authorized individuals runs the risk of being held personally legally liable for this action. Moreover, the NMRA insurance does not apply to such disclosures by region or division officers or personnel. Further updates of this policy will be issued as they are formulated and adopted by the Board of Directors.

We appreciate that these changes may cause changes in the way that your NMRA organization conducts business and serves its members, but these changes are necessary as the law evolves regarding privacy issues. If you have questions about this policy and how it should be applied, please direct them to me at nmrapres@zoomtown.com or to NMRA General Counsel, Robert J. Amsler, Jr., at legal@hq.nmra.org.

Mike Brestel, NMRA President  
June 12, 2011

### **13. Privacy & Confidentiality**

- A. The HUB Division shall handle all membership information in a manner consistent with the Confidentiality Policy of the National Model Railroad Association, Inc.
- B. No member or Division information of a non-public nature shall be posted to any public electronic platform, including but not limited to, the HUB Division website or any HUB-operated Social Media pages, without a vote of the HUB Division Board of Directors.
- C. For purposes of Paragraph B, “information of a non-public nature” refers to any information that would require protection in the form of a password or private area of the public electronic platform, such as a member-only area or a BOD-only area.
- D. In the event that the HUB Division Board of Directors votes to override the prohibition defined by Paragraph B, the HUB Division Board of Directors shall notify, and obtain permission from, all parties whose information will be posted, prior to posting the information.

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HUB Division Executive Handbook		
Policies		
Date Approved	Section	Page
11/12/16	3	8

**14 Copyright Policy:** (voted Mar. 8, 2014)

It is the responsibility of individuals providing materials to the Hub Division for publication and/or presentation or display at clinics, shows etc. to obtain proper permission from any copyright or other intellectual property rights owners whose materials will be included

**15 Displays at HUB Events:** (voted Nov. 12, 2016)

Since the HUB Division is a model railroad organization it is the intent of the Division that all dealers and displays be model railroad oriented. In the event that an organization that is not railroad oriented desires to display at a HUB event, the HUB BOD may waive this requirement if they feel that the display has an appropriate value to our attendees. An example of such value might be a group promoting a public awareness issues.

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