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1. Introduction:

The National Model Railroad Association (“NMRA”) charters the HUB Division, Inc. (“Division”) through the Northeastern Region of the NMRA (“NER”), the (“Organization”). The Division and NER are subject to the By-laws and Policies of the NMRA. The Division Policies, as written, augment the policies of the NMRA, allowing for the Division’s day-to-day operations. In the rare instance where the Division and NMRA Policies are in conflict, the NMRA Policies supersedes those of the Division. In such a circumstance, the Division Board of Directors (“BOD”) will make necessary changes to the Divisions Polices aligning them with those of the NMRA.

2. Membership:

- A. Persons are members of the Division as provided in Article II of the Division’s Bylaws, as amended. The NMRA assigns division membership in a region by County location as defined by the NER.
- B. Members can request a division reassignment within the Region by filing a request to the Region President. The Membership Chairman can assist with this request. Members cannot request reassignment into another region.
- C. The NMRA updates the Division membership list monthly. The Division Office Manager maintains the Division membership list and is responsible for the distribution of the list, in accordance with the NMRA Confidentiality Policy, to the BOD, Membership Chairman and anyone the President determines has a need for such list to perform the functions of their Division duties.
- D. New members of the Division shall be eligible to vote at Division meetings upon acceptance of their paid application by the NMRA.

3. Organization Code of Conduct:

All members of the NMRA are bound to follow the NMRA Code of Conduct when representing the Organization at a National, Region, or Division activity, event or Train Show. There are no exceptions to this Policy and failure to follow the Policy can lead to disciplinary action by the Division and/or the NMRA. **(READ the full text of the NMRA Code of Conduct in Appendix A)**

4. Division BOD Meetings:

The Division will hold BOD meetings on the second Saturday in the months of September, November, January, March and June.

5. Annual Budget:

- A. The Treasurer will present to the BOD an Annual Budget Plan (“Plan”), for the upcoming fiscal year, one week before the June BOD Meeting. The Treasurer will work with all department heads and program managers to determine the needs of each program.

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- B. At the June meeting, the BOD will review the Plan and approve, add to or eliminate items from the Plan.
- C. The BOD by vote will authorize the Treasurer to release Division funds in the upcoming fiscal year in accordance with the approved Plan. Items not included in the Plan will require BOD prior authorization before the Treasurer can release Division funds in accordance with the Division’s Bylaws, as amended.
- D. The Treasurer will report the financial condition of the Division to the BOD at each of its’ scheduled meetings or when requested by the BOD.
- E. During the course of the fiscal year, the Treasurer will notify the BOD, when in the opinion of the Treasurer the fiscal condition of the Division requires a reassessment of the Plan.

6. Division Shows:

A. Admission Fees for Shows:

- (a) The BOD will establish admissions fees for all shows.
- (b) Members who sign-up in advance to work the Show and are given specific or general assignments by the Show Coordinator shall be issued a Dealer/Exhibitor (“D/E”) Badge, which will permit the member admission to the Show at no charge. The Show Manager will allow members to sign-up one guest, in advance, to work the Show providing them with specific assignments and a D/E badge.
- (c) Members who sign-up in advance to set-up or take-down and participate in the operations of the Module Group layout will be issued a D/E badge, provided they also assist for one hour each day at another staffing location.
- (d) Members and guests provided access to the Show must wear D/E badges at all times in the facility. A D/E badge allows access to the facility to persons outside of public show hours. All other members or the public attending the show must pay the posted admission rate and must visibly wear the admissions wristband for that show.

B. Show Manager:

The Division President will appoint, with the approval of the BOD, a permanent Show Manager to organize and manage the Annual Trade Show and the Trade Show portion of any other Division show and/or convention including Trade Shows organized as a part of any Divisions sponsored NER Convention. The Show Manager will have the same rights and authority of a Special Convention Chairman as provided in Article IV, Section 5(e) of the Division’s Bylaws, as amended. The Show Manager will serve in this capacity for a three-year term, or until a request is made to step down from the position, or unless removed as provided in Article IV, Section 5(e) of the Division’s Bylaws, as amended.

C. Show Business Manager:

These policies in conjunction with the Division’s Bylaws provide a basis for conducting the Division’s business. The Division provides these policies to help Members understand their responsibilities in conducting themselves while representing the Organization. They are subject to change by vote of the Division’s BOD as circumstances and the best interest of the Division may warrant.

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The President will appoint a Division member to work with and assist the Show Manager and the Division Treasurer in the operations of the Division’s annual trade show.

D. Door Security for Show & During Set-up:

After persons check-in at the front door, they must then wear their D/E Badge inside the facility and must wear their D/E badge to re-enter the facility. Division members assigned to door security and venue security are obligated to stop and question any person not wearing a D/E or valid wristband.

The Dealer and Exhibitor contracts clearly states the requirement for wearing a D/E badge in the Terms section of their Contract.

E. Free Tables:

- (a) The Show Manager, with the concurrence of the BOD, approves non-profit organizations to display at the Division’s annual trade show, allowing one free table, staffed by two personnel. The organization requesting the free table must have a mission, which is consistent with the purpose and mission of the Division and the NMRA. An organization can appeal any decision of the Show Manager to the BOD.
- (b) Organizations requesting additional tables will pay the current rate charged dealers. The Show Manager, at his discretion, can waive this charge if it is determined to be in the best interest of the Division.
- (c) Organizations requesting electricity will pay the current rate charged dealers. The Show Manager, at his discretion can waive this charge if it is determined to be in the best interest of the Division.
- (d) Organizations will receive a maximum of four (4) D/E badges.

7. Headlight Mailing:

- A. The Division will circulate two General Mailings of the Headlight to all Division Members each year via United States Postal Service (USPS) using the Division’s Non-Profit postal permit. The Division will circulate three Subscription Mailings of the Headlight via USPS first class mail. All issues of the Headlight are available on the Division’s website.
 - (a) The Division will circulate the first General Mailing edition for Members so they receive it in September. The second General Mailing will circulate in a timely manner to coincide the Division’s voting requirements as provided in the Division’s Bylaws, as amended.
 - (b) Subscription Mailings are limited to those members who pay the annual subscription fee, and original Division Life Members, who have not requested a discontinuance of the mailed copy, complimentary copies as voted by the BOD, and new members during their first year of membership.

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- B.** The Headlight does not accept commercial advertisements.
- C.** An organization engaged in the Hobby can submit a request in writing to the BOD, via email to the Division's President, for receiving a complimentary copy of every Headlight. The BOD must either approve or disapprove the request at a regularly scheduled BOD meeting.
- D.** Subscriptions
 - (a) Any Division or NMRA member may subscribe to the Headlight by paying the annual subscription rate established by the BOD-
 - (b) Headlight subscriptions run from January through December.
 - (c) New NMRA Regular or Student members will be given free of charge a one year subscription to the Headlight.
 - 1. Members who join prior to June 30 will received their free issues of the Headlight through the end of the calendar year.
 - 2. Members who join after June 30 will receive their free issues of the Headlight through the end of the next calendar year.
 - 3. NMRA Family members do not qualify for a free issue of the Headlight.

8. Division Historian

- A.** The Division Clerk serves in the position of Division Historian and is responsible for preserving the Division's history, kept in written form and passed along to each Division Clerk. The information can be prepared, stored in electronic format, and preserved in a print version. The Division Clerk will record the names and terms of all officers, the locations and dates of all Division events and any other information, which he deems appropriate or as directed by the BOD.
- B.** The Clerk will receive and preserve copies of all publications of the Division.
- C.** The Clerk shall also be the official keeper of the records.
- D.** The Clerk shall receive in electronic format or in written form periodic records from the Treasurer, Office Manager, Show Manager and Recording Secretary, to have a backup at all times of records required for the orderly management of the Division.

9. Reimbursement for Mileage:

- A.** Hauling Division Trailers:
 - (a) The Division will reimburse Members who tow Division trailers to officially sanctioned events at the then current standard mileage rate established by the United Sates Internal Revenue Service.

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- (b) The Member must log the starting and ending odometer reading documenting the number of miles driven and the Member must obtain a written receipt for any tolls or parking fees paid to complete the event trip. The Division will reimburse actual amount of toll and parking fees paid. The Division Treasurer may withhold reimbursement of travel expenses for failure, by a Member, to log actual odometer readings or to provide a printed receipt for tolls or parking fees paid.
 - (c) The Division Treasurer will provide a form acceptable to the Treasurer for any such reimbursement. The form will be consistent with accounting forms currently in use by general businesses for such expense.
 - (d) Members must submit all such vouchers for reimbursement to the event coordinator, who will review and approve the expenses prior to payment by the Division Treasurer. Members must submit all such reimbursable expenses to the event coordinator within forty-five (45) days of the event allowing for the timely distribution of funds.
- B. The BOD must pre-approve all other travel reimbursement. The Division will not honor any travel reimbursement, which is not pre-approved. The Member, who completes pre-approved travel, must submit the payment voucher to the Division President for review and approval prior to payment by the Division Treasurer. Reimbursement for use of a personal automobile requires the same information as stated in A. (b) above.

10. Travel for Speakers and Clinicians:

- A. Traveling distances from outside of Massachusetts less the eight (8) hours, the Division will reimburse the use of an automobile the shortest distance in miles, from their domicile to the Division event at the current standard mileage rate established by the United States Internal Revenue Service and will include reimbursement of tolls when printed receipts are included. For distances greater than eight (8) hours the Division will purchase a coach fare ticket at the lowest reasonable cost for such travel.
- B. Overnight travel from outside Massachusetts:
 - (a) The Division will customarily pay for one (1) night hotel accommodation at a hotel selected by the Division, usually the function hotel;
 - (b) When the program schedule necessitates a clinic be given before noon or if the person is also the keynote speaker at an associated banquet, the Division will provide two (2) nights as provided in (a) above.
- C. A Division member will pick up speakers or clinicians traveling by public conveyance at the appropriate terminal and will deliver them back. The Division will not pay for or reimburse any car rental fee or taxi fare.
- D. The Division will provide up to two meals at the banquet event for each guest speaker or clinician. Guest speakers or clinicians are encouraged to partake in the evening activities.

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- E. The Division will not pay or reimburse any other meal expenses.
- F. In lieu of any of the above reimbursements, the Division can offer non-Division Members an honorarium up to One Hundred (\$100.00) dollars.
- G. Division members are not eligible to receive any of the above stated compensation.

11. Prepaid Fees, Not Refundable:

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

12. Sunshine Fund:

- A. The Division Treasurer will include an amount of One Hundred Twenty-five dollars in the annual budget, thus funding this policy. The annual budget total will not limit the amount needed in any fiscal year to meet this policy. The Division Treasurer is authorized to spend funds in excess of the annual budget for this item so long as the Division has funds available to meet its' obligations.
- B. The Purpose of this fund shall be:
 - (a) The purchase of flowers or other contributions made in memory of Members of the Division or their spouse who have served in leadership role and contributed to the continued growth and success of the Division's mission;
 - (b) The purchase of flowers or a get-well gesture using the criteria set forth in (a) above;
 - (c) The purchase of flowers or other contributions made in Memory of Members who have not served in a leadership role but have made significant contributions to Division programs that has benefitted the members in general. The Board of Directors MUST approve such contributions
 - (d) The purchase of get well cards to Members only when another Member becomes aware of the Member's illness.
- C. The amount of the contribution shall be fixed as follows:

Memorial Contribution

- (a) One Hundred Twenty-five dollars for Division Officers, current BOD Members or other current Division Department Leadership;
- (b) Seventy-five dollars for the spouse of a Member listed in (a) above;
- (c) Sympathy Card sent to the family of any Division member upon notification of the Member's passing;

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- (d) The BOD, by a vote, can approve a Memorial Contribution for a former Division Leader who served in any of the above defined positions in (a) above, for the also amount stated in (a) above.

Get-Well Gesture

- (e) Seventy-five dollars for flowers, fruit basket, or other get-well gesture for leadership positions defined in (a) above;
- (f) Fifty dollars for flowers, fruit basket, or other get-well gesture for the spouse of Members in a leadership positions defined in (a) above;
- (g) Get-well card sent to a Division member upon notification of the Member’s illness.

13. Division Email List Use Guidelines:

A. The Division Office Manager is the Email List Manager responsible for

1. adding Division members to the email group, when they request their email address be included;
2. monitoring all postings;
3. warn Members of improper postings;
4. remove Members from the email group

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

1. The theme and mission of the Division is model railroading.
 - (a) Appropriate topics are those, which relate to model railroading, including prototype railroad items and news.
 - (b) Inappropriate topics include, but not limited to
 - a. politics, religion, sports, and entertainment, social and environmental issues;
 - b. any topic not related to model railroading, or topics presented in a biased manner as determined by the Email List Manager.

C. Managing inappropriate conduct by Email List Manager

1. First-time offense: the Email List Manager will issue a warning to the Member that the post is inappropriate;

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2. Second-time offense: the Email List Manager may place the Member on a permanent Probations or remove the Member from the email group depending on the severity of the misuse of the guidelines stated above;
3. Third-time offense: the Email List Manager will permanently remove the Member from the email group.

14. Political or Religious Activity Policy:

The HUB Division is comprised of many members each with varying points of view on many subjects. The one topic that is common to all of us is model railroading. Topics such as politics, religion and social issues can be divisive and lead to arguments and confrontation and must not be allowed to interfere with our enjoyment of the hobby. This policy has been adopted to ensure peaceful and enjoyable meetings and activities together. Additionally, certain political activities are prohibited by both the NMRA and the IRS.

No part of the activities of the Division shall constitute an attempt to influence or endorse legislation; the Division shall not participate or intervene in any political campaign on behalf of any candidate for appointed or elective public office, this includes without limitation the publication, distribution or dissemination of statements attributable to such candidate or that of candidate's campaign or elected supporters. Members when representing the Division at train shows or other Division events will not wear any political apparel when participating in the modular railroad group, nor shall any member operate or display any objects, models or displays, which imply support for any present candidate for, appointed or elected public office.

The Division is a registered 501(c)(3) entity and thus must comply with the Restriction of Political Campaign Intervention by Section 501(c)(3) Tax-Exempt Organizations contain in the Internal Revenue Code (IRS). (READ the full text of the IRS Restriction of Political Campaign Intervention by Section 501(c)(3) Tax-Exempt Organizations in Appendix B).

Division members will not engage in or carry on any Religious activity when representing the Organization at any Organization event.

15. NMRA Confidentiality Policy

In order to protect the 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.

1. 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.
2. The NMRA has obtained permission or not 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 information without the consent of the members concerned. Moreover, no information should

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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 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.

3. 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 Division 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.
4. 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 first request a copy of the membership card from the prospective member in order to confirm eligibility.
5. Any NMRA official who passes personal membership information 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.
6. Further updates of this policy will be issued as they are formulated and adopted by the Board of Directors.
7. 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 any questions about this policy and how it should be applied, please contact NMRA HQ

16. Privacy and Confidentiality:

- A. The Division will handle all membership information in a manner consistent with the Confidentiality Policy of the National Model Railroad Association.
- B. The Division will not post any Division Member or Division information of a non-public nature to any public electronic platform, including but not limited to, the Division website or any Division operated Social Media page, without a vote of the BOD.
- 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 Division members-only area, or a BOD-only area.

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D. In the event the BOD votes to override the prohibition defined in paragraph B, the BOD will notify and obtain prior written permission from all parties before posting the information.

17. Copyright Policy:

Members providing materials to the Division for publication and/or presentation or display at clinics or shows have the responsibility for obtaining permission from any copyright or other intellectual property rights owner prior to its use and said written permission must be included with the materials.

18. Displays and Division Events:

Since the Division is a model railroad organization, it is the intent of the Division that all dealers and displays at a Division event be model railroad oriented. When a non-railroad oriented organization desires to display at a Division event, the BOD would need to approve this display, when in the opinion of the BOD, the display has an appropriate value for Division attendees. (An example of such a value might be a display promoting public awareness issues)

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APPENDIX A

A. NMRA Member Code of Conduct

Introduction

This Code of Conduct (“Code”) has been developed to set expectations for the behaviors, conduct, communication, and interactions between you and other members, officers and directors of the National Model Railroad Association, Inc. (“NMRA”). This Code applies to all such persons when engaging with other NMRA members, participating in any event, social media platform or other sponsored extension of the NMRA (for example, the NMRA Interchange or an NMRA-sponsored online meeting) and attending NMRA meetings, events, or activities (whether National, Regional, Division or other subset). This Code also includes general guidelines on the appropriate use of social media for NMRA matters at any level.

Why do we need a code of conduct?

We join the NMRA and participate in its activities for one common reason – we enjoy the model railroading hobby and the fun, challenges, personal growth and camaraderie that it provides. It is imperative that we keep our common bond of model railroading “front and center” and rise above the inevitable differences that exist among us in personalities, opinions, experience, gender, age, race, nationality, or any of the other factors that make each of us unique individuals. Our collective goal is to enjoy and promote the hobby of model railroading, so we must strive to avoid “distractions” that interfere with or obstruct our common purpose. Collaboration and co-operation are vital for the success of our hobby and our enjoyment of model railroading and everything it has to offer.

What does the NMRA expect of members?

The NMRA expects all members to conduct themselves in a respectful, responsible, and mature manner, and demonstrate courtesy and kindness toward other individuals. Constructive and healthy discussions and interactions are encouraged and in fact are vital to the success of our hobby. However, certain other verbal and nonverbal behaviors and actions are not consistent with the NMRA’s values and hurt our hobby and relationships, such as the use of disparaging language, shouting, profanity, confrontational, intimidating or threatening behavior or language, and immature and disrespectful behavior or language. It is imperative that we interact in a polite and professional manner.

The NMRA does not condone abusive, threatening, or aggressive behavior toward anyone at an NMRA event or in an NMRA forum (such as social media and other forms of electronic and digital interaction). This includes other participants, event organizers or sponsors, judges, or other officials.

You should be welcoming to newcomers and remember they may not have the benefit of experience and information that you have enjoyed. Be constructive in helping to make their entry into the hobby an enjoyable one.

Harassment

NMRA events and functions are meant to be fun, educational, and inclusive. No one should be subject to intimidation, made to feel unwelcome, or put in fear of reprisal. Harassment may

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include behavior or language that causes alarm, distress, anxiety, fear of physical violence, offensive statements, verbal abuse, and threats. Members should be sensitive to others.

Non-Retaliation

The NMRA relies on you to identify potential issues and raise concerns that the NMRA may need to address. The NMRA prohibits acts of retaliation against any person who reports an issue honestly and in good faith, and retaliation can constitute misconduct that could subject a member to discipline. This commitment to non-retaliation assures you that raising concerns, reporting misconduct, or cooperating in any investigation will not result in adverse consequences. The NMRA prohibits retaliation in any form, at any level of the organization, recognizing that retaliatory behavior contributes to an environment of mistrust and diminishes the willingness of individuals to be collaborative and transparent. During the investigation of any matter, the NMRA makes every reasonable effort to maintain the confidentiality of those involved.

Use of social media

The rapid growth of social media combined with ease of use and pervasiveness make it an attractive channel for communication. Use of social media for communication also creates the possibility of a host of unintended consequences. To help you identify and avoid potential issues, we are providing some examples of best practices that are meant to help you understand, from a wide range of perspectives, the implications of participation in social media. Any postings that you make as a representative of or participant in NMRA sanctioned activities will reflect on you and the NMRA.

Understand Your Personal Responsibility: You are personally responsible for the content you publish on user-generated content forums, such as blogs or social media sites. Remember that what you publish will be public for a long time. Protect your privacy.

Be Accurate: Be sure that you have all the facts before you post. It's better to verify your sources first than to have to post a correction or retraction later. If you do make a mistake, admit it and correct it. Post a retraction, edit your post, and make any necessary apologies. If you are editing an earlier post, make it clear that you have made a correction.

Respect Others: You can catch a whole lot more flies with honey than vinegar. If you are constructive and respectful while seeking advice, asking for help, or discussing a disagreement or bad experience, you are far more likely to reach an understanding. In some instances, you may not be able to reach an understanding or agreement, but it is your responsibility to be constructive and address the problem rather than attacking the person.

Respect Your Audience: Don't use personal insults or disparaging conduct or language toward others. Show proper consideration for others' privacy and for sensitive topics. Users are free to discuss topics and disagree with one another but be respectful of others' opinions. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with an idea or a person. Harassment is not acceptable.

Think Before You Post: There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after publication. Comments can be forwarded or copied, and screenshots are easily available. Archival systems save information even if you delete a

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post. If you feel angry or passionate about a subject, it's prudent to wait until you are calm and clear-headed before posting.

Does it Pass the Publicity Test? If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it is not acceptable for a social networking site. Do not use the anonymity afforded by a social media screen name or handle to post something that you wouldn't say if you could be identified.

Take the High Ground: You are more likely to build a high quality following if you discuss ideas and situations civilly. Don't pick fights online. Remember that as a participant in NMRA programming, you are representing the NMRA, and the organization supports the principles of fun, respect, and inclusion.

Do not post information that you know (or reasonably should know) is private, confidential, or proprietary. Some information that becomes available to you may be considered private, confidential or proprietary by the owner or source of such information – think before you post and if you are unsure, check with the owner or source before posting. Do not post anything in a private forum that you would not present in any public forum because there is no true privacy on the Internet. Ask yourself if you would want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now? Additionally, ask yourself if you would want to see screenshots posted to the person or persons about whom you are speaking or writing.

Be Aware of Liability: You are responsible for what you post on your own site and on the sites of others. Be sure that what you post today is not something that you will regret in the future and that you are not violating any legal guidelines. Postings on social media sites can be, and have been, the subject of lawsuits alleging defamation, slander, or libel. In such a lawsuit, a court can compel the social media platform to disclose your account information; you won't be anonymous.

How does the NMRA enforce this code?

The NMRA can enforce this code of conduct independently, or in response to a complaint, after notice to affected members and due process including an opportunity to be heard. Proceedings include gathering facts, interviewing witnesses, conducting a hearing, and imposing discipline or dismissing the matter. The NMRA is a private membership organization; membership, member benefits, and the use of NMRA trademarks and intellectual property are not free or public. Therefore, the NMRA's leadership can determine that a violation of this code of conduct justifies a disciplinary action. Examples of actions include censure (a warning the similar conduct could cause termination), removal from an elected office, disqualification from elected offices or leadership, and termination of membership. The NMRA's Corporate Policies & Procedures Manual (CPPM), and Ohio State law applicable to nonprofit membership corporations such as the NMRA, governs the enforcement of this code and member discipline.

B. NMRA Member Disciplinary Procedure Policy (CPPM C-4)

All Regions and Divisions shall implement any member disciplinary procedures as required and prescribed by the NMRA BOD. Any such disciplinary procedure(s) adopted by the NMRA BOD may address any or all of the following areas:

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- (a) the sanction(s) that may be imposed, including, without limitation, censure, suspension, or termination of membership and removal as a member from the NMRA;
- (b) the scope and length of the censure and suspension sanctions, which may be stated as a range so that sanctions can be applied in a manner that is appropriate and reasonable for the particular situation that leads to the sanction; and
- (c) an appeals process.

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APPENDIX B

The Restriction of Political Campaign Intervention by Section 501(c)(3) Tax-Exempt Organizations

<https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501c3-tax-exempt-organizations>

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Certain activities or expenditures may not be prohibited depending on the facts and circumstances. For example, certain voter education activities (including presenting public forums and publishing voter education guides) conducted in a non-partisan manner do not constitute prohibited political campaign activity. In addition, other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited political campaign activity if conducted in a non-partisan manner.

On the other hand, voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.