

Policies and Procedures Manual
For the
Buckeye Division, Mid Central Region,
National Model Railroad Association, Inc.

Revised: 18 February 2024
By the PPM Committee
Butch Sage and Don Wilke

Purpose

The Policies and Procedures Manual aims to help guide and inform new and existing Officers, Directors, and Committee Chairs of their duties and responsibilities.

Definitions

A Buckeye Division Member in good standing is a Regular or Life National Model Railroad Association, Inc. member living in the Buckeye Division of the Mid Central Region whose National Model Railroad Association, Inc. dues are fully paid.

The Buckeye Division is also known as Division 6.

Table of Contents

Definitions	2	Election Committee	11
Officers and Directors	3	Media Committee	13
Superintendent	3	Membership Committee	13
Assistant Superintendent	4	Nomination Committee	14
Clerk	4	Program Committee	15
Paymaster	6	Publications Committee	15
Board of Directors	7	Webmaster	16
Director	7	Audit Committee	17
Steering Committee	8	Special Committees	17
Buckeye Division Special Division Meeting	9	501 Committee	18
Buckeye Division Meeting	9	Train Show Committee	18
Achievement Program Committee	10	Projects Committee	18
Standing Committees	10	PPM Committee	18
Committees	10	Convention Committee	18
Contest Committee	10		

Buckeye Division Officers and Directors

Officers and Directors

- A. The Officers and Directors of the Buckeye Division are elected or appointed according to the Regulation of the Buckeye Division. [Article X, Section 2 & 6.]
- B. Officers are elected in the even-numbered years for a two-year term. Officers may serve no more than two consecutive, two-year terms. [Article X, Section 2.]
- C. Directors are elected in the odd-numbered years for a two-year term. Directors have no term limits. [Article X, Section 2.]
- D. The incoming Officers and Directors will take office on the 31 day of May. [Article III, Section 5.]
- E. The Officers and Directors must be a Buckeye Division member in good standing.
- F. The Buckeye Division Meetings include but are not limited to Division Meetings, Annual Membership Meetings, Board of Directors Meetings, Steering Committee Meetings, and Buckeye Division Special Meetings.
- G. Reports
 - 1. All reports and records generated by any Officer or Director are the property of The Buckeye Division.
 - 2. Officer or Director Reports and records should be available to the BOD of The Buckeye Division.
 - 3. If an Officer or Director leaves office, the Officer or Director's records and reports will be given to The Buckeye Division Superintendent or their representative. [Article III, Section 6.]
- H. The Superintendent must give a proxy to one of the Officers or Directors to attend and vote in the Mid Central Region semi-annual Board of Directors Meeting if the Superintendent is unavailable. The Superintendent will notify the Mid Central Region Secretary of the proxy.

Superintendent

Duties:

- A. The Superintendent presides over the Buckeye Division Meetings.
- B. Buckeye Division Meetings.
 - 1. The Superintendent sets and publishes an agenda for the various Buckeye Division Meetings as appropriate.
 - 2. The Superintendent conducts the various Buckeye Division Meetings.
 - 3. The Superintendent may call a Special Meeting at the request of a member of the Board of Directors or the request of at least ten members of the Buckeye Division in good standing. [Article IX, Section 1.]
- C. The Buckeye Division Annual Membership Meeting
 - 1. The purpose of the Annual Membership Meeting of the Buckeye Division is to transact such business as may properly come before the meeting.

2. The Annual Membership Meeting of The Buckeye Division is held at the first Division Meeting after June 1 of each year, at such time and place as determined by the Board of Directors. [Article IX, Section 1.]

D. Mid Central Region

1. The Superintendent is a voting member of the Mid Central Region's Board of Directors.
2. The Superintendent should attend the Mid Central Region Board of Directors Meeting, usually held twice a year.
3. The Superintendent writes a State of the Division Report for presentation at the Mid Central Region's Board of Directors Meeting.
4. The Superintendent appoints an Officer, Director, or a Buckeye Division Member in good standing as a Proxy if the Superintendent can not attend the Mid Central Region's Board of Directors Meeting. The Superintendent will inform the Mid Central Region Secretary of the name of the Proxy.

E. Other Duties

1. The Superintendent appoints Buckeye Division Committee Chairs and all Members of Standing Committees, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
2. The Superintendent creates a Special Committee and appoints a Special Committee Chair and Committee Members as needed, subject to confirmation by the Board of Directors. [Article VII, Section 1.]
3. The Superintendent may dissolve any Special Committee no longer necessary.
4. With the approval of the Board of Directors, the Superintendent may take action on all matters not covered in the Regulations, which will advance the purposes of the Buckeye Division.

Assistant Superintendent

Duties:

- A. The Assistant Superintendent performs the duties of the Superintendent in the absence or disability of the Superintendent.
- B. The Assistant Superintendent schedules Division Meetings and their locations following the Division Meeting section of the PPM in the absence or disability of the Superintendent.
- C. The Assistant Superintendent typically takes on the duties of the Program Chair.
- D. The Assistant Superintendent performs other duties as assigned by the Superintendent.

Clerk

The Clerk attends all Buckeye Division Meetings and records the votes and minutes in a book kept for that purpose. In the absence of the Clerk, the Superintendent may appoint a division member to keep the records.

Duties:

A. Buckeye Division Clerk's Report

1. The Clerk records and reports the meeting minutes, called the Clerk's Report. The Clerk's Report summarizes the various parts of the Superintendent's Agenda, including all proposals and the vote results.

2. The Clerk files the Clerk's Report with the Superintendent and the Editor of the *Super's Signal* in time for inclusion in the next *Super's Signal*.
3. The Clerk shall ask the Buckeye Division meeting attendees for any corrections or comments on the Clerk's Report at the next Division Meetings before voting on the acceptance of the Clerk's Report.
4. The Clerk maintains the Clerk's Report of all meetings.
5. The Clerk files all reports to the appropriate Officers, Directors, and others promptly.
6. The Clerk maintains an Attendance Roster for each Division Meeting.
 - a. The Attendance Roster for Division Meetings includes the names of all attendees and any visitors from other divisions, regions, or guests.
 - b. The Attendance Roster for the Board of Directors and Steering Committee Meetings shall include the names of all Officers, Directors, Committee Members, and any visitors or guests.
 - c. The Attendance Roster for Buckeye Division Special Meetings shall include the names of all Officers, Directors, Buckeye Division members, and any visitors or guests.

B. Buckeye Division Regulations

1. The Clerk certifies all changes to the Regulations of the Buckeye Division and maintains copies of the Buckeye Division Regulations.
2. The Clerk provides a copy of the Buckeye Division Regulations to the Buckeye Division Webmaster.
3. The Clerk provides a copy of the Buckeye Division Regulations to the appropriate Officer, Director, or Committee Chair.

C. Buckeye Division Policies and Procedures Manual (PPM)

1. The Clerk maintains an accurate and up-to-date copy of the PPM.
2. The Clerk provides a copy of the PPM to the appropriate Officer, Director, or Committee Chair.

D. Awards

1. The Clerk maintains records of all honors prescribed by the Superintendent or the Board of Directors. The records include but is not limited to the *Howard Smith Award*.
2. The Clerk maintains records of honors prescribed to Buckeye Division members by the Mid Central Region or the National Model Railroad Association.

E. Additional duties

1. The Clerk maintains a copy of communications between members of the Board of Directors and governmental agencies as forwarded to the Clerk by the member of the Board of Directors. The Clerk provides this information to the appropriate Officer, Director, or Committee Chair.
2. The Clerk maintains a copy of communications between members of the Board of Directors and Committee Chair and outside sources as forwarded to the Clerk by a member of the Board of Directors or Chair. The Clerk provides this information to the appropriate Officer, Director, or Committee Chair.

3. The Clerk signs, countersigns, or attests all official papers and performs the usual duties of a secretary.
4. The Clerk performs other duties of a secretarial nature as the Superintendent may assign.

Paymaster

The Paymaster has custody of the Buckeye Division funds and keeps complete and accurate accounts of receipts, disbursements, and accounts balances.

Duties:

A. Paymaster Records.

1. The Paymaster maintains books and records of the financial transactions of the Buckeye Division, including a complete and accurate account of receipts and disbursements. The Paymaster may keep the records as paper or electronic records.
2. With the concurrence of the Board of Directors, the Paymaster opens and closes bank accounts and makes necessary financial investments.
3. The Paymaster prepares a verbal statement of all the account balances for each Buckeye Division Meeting.
4. The Paymaster prepares a monthly written statement of all the account balances for the Board of Directors.
5. The Paymaster will not provide financial information to non-members of the Buckeye Division except as required by law.
6. The Paymaster provides complete financial records to the Audit Committee at their request at least twice a year.
7. The Paymaster can make payments up to \$100 without consulting the Board of Directors.
8. The Paymaster makes reports as required by law.
9. At the end of the current Paymaster term, the current Paymaster and the new Paymaster shall meet to change the necessary banking information.

B. Government Recurring Events.

1. **No Later Than 23 January and 23 July:** File and pay sales tax via the Ohio Business Gateway (gateway.ohio.gov) even if \$0 tax is due.
2. **No Later Than 15 May:** File an annual report to the Ohio Attorney General (ohioago.gov)
3. **No Later Than 15 May:** File 990-N with IRS (login.gov) even if zero tax is due. Failure to file for Three (3) years results in loss of tax-free status.
4. **Annually:** Check the Registrar (<https://businesssearch.ohiosos.gov>) with the Ohio Secretary of the State. The Paymaster must renew Division Registration every five years; a fee is required.

C. As Required

1. Ensure the Statutory Agent is up to date.
2. Maintain the Transient Vendor's License. Renewal is not required.
3. Provide a Form STEC-B (blanket sales tax exemption) when required by a vendor selling goods or services to the organization.

Director

Duties:

- A. Three Buckeye Division members in good standing elected according to the Buckeye Division Regulations.
- B. The Directors advise and assist in matters and concerns of the Buckeye Division.

Board of Directors

Purpose:

The Board of Directors advises and assists in matters and concerns of the Buckeye Division.

Members:

The Board of Directors consists of the four Division Officers and the three Division Directors.

Duties:

A. Board of Director Meetings

1. Each member of the Board of Directors has one vote considered for quorum purposes. The quorum for a Board of Directors meeting is four Board of Directors members or their proxies. [Article III, Section 1.]
2. The Board of Directors meets at least once quarterly and at other times as required to transact The Buckeye Division business. Only Board of Director members or their proxies vote at Board of Director meetings. [Article IX, Section 4.]

B Appointments

1. The Board of Directors is authorized to appoint a Deputy Clerk to assist the Clerk. [Article III, Section 2]
2. The Board of Directors may appoint a Deputy Paymaster to assist the Paymaster. However, any such Deputy Paymaster does not have signature authority on any financial account or investment of the corporation unless bonded like any other Officer with such authority.[Article III, Section 2]
3. The Superintendent appoints the Chairs and all members of the Standing Committees, subject to confirmation by the Board of Directors.

C. Committees

1. All activities of Standing or Special Committees are subject to the approval of the Board of Directors
2. The Board of Directors establishes such Standing or Special Committees as it deems necessary to promote the purposes and carry on the activities of the Buckeye Division [Article VII, Section 1.]

D. Vacate Office

1. If The Buckeye Division Superintendent vacates their office before the end of their elected term, The Board of Directors, by letter to the Mid Central Region President, shall request the Mid Central Region President appoint the Assistant Superintendent to the unexpired term of office.

2. If any Buckeye Division Officer or Director vacates their office before the end of their elected term, the Board of Directors, by a majority vote, may appoint a successor to the unexpired term of office. [Article X, Section 6.]

Steering Committee

Duties:

- A. Steering Committee is to serve in an advisory capacity to the Board of Directors to discuss ideas and develop policies for The Buckeye Division.
- B. Steering Committee consists of the members of the Board of Directors, Chairs of all Standing and Special Committees, and any other members as appointed by the Superintendent or Board of Directors. [Article VII, Section 4.]
- C. If a formal vote is required during a Steering Committee Meeting, only the members of the Board of Directors may vote. The vote must follow the rules for Board of Directors voting. [Article VII, Section 4.]

Meetings

Buckeye Division Meeting

- A. Buckeye Division Meetings should be within the boundaries of the Buckeye Division. With the approval of the Board of Directors, the Superintendent may have a Joint Division Meeting with another division in the Mid Central Region.
- B. Buckeye Division Meeting times and locations will be announced in the *Super's Signal*, the division's website, and email.
- C. Voting Members of the Buckeye Division are those division members who fall within the classes of membership of the National Model Railroad Association, Inc., allowed to vote at National and Regional elections.
- D. Voting Members of the Buckeye Division may vote on matters brought before any Buckeye Division Special or Regular meeting.
- E. The Voting Members of The Buckeye Division present in person at any Annual or Special Meeting of the Buckeye Division shall constitute a quorum for any business transaction. [Article VII, Section 4.]

Buckeye Division Special Division Meeting

- A. The Superintendent may call a Special Meeting at the request of at least ten members of The Buckeye Division or the direction of the Board of Directors. [Article IX, Section 2.]
- B. The Special Meeting shall be at such time and place as directed by the Board of Directors but not more than sixty days after making the proper request. [Article IX, Section 2.]
- C. At any Special Meeting, the conducted business is as set in the notice of the meeting. [Article IX, Section 2.]
- D. The Clerk records and maintains the Attendance Roster for Buckeye Division Special Meetings, including the names of all Officers, Directors, Buckeye Division members, and any visitors or guests.
- E. The Clerk records and reports the meeting minutes, called the Special Meeting Clerk's Report.
- F. The Special Meeting Clerk's Report will summarize the various parts of the Superintendent's Agenda, including all proposals and the vote results.

Buckeye Division Standing Committees

Committees

- A. The Board of Directors establishes such Standing or Special Committees as it deems necessary to promote the purposes and carry on the division's activities. [Article VII, Section 1.]
- B. The Superintendent appoints the Chairs and all Members of Committees, subject to confirmation by the Board of Directors. [Article VII, Section 1.]
- C. The Chairs and all Members of Committees are Buckeye Division Members in good standing.

Standing Committees

- A. The Superintendent appoints the Chairs and all members of Standing Committees, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The Standing Committees consist of, but are not limited to, an Achievement Program, Contests, Elections, Media, Membership, Nomination, Program, Publications, and Webmaster. [Article VII, Section 1.]
- C. The activities of Standing or Special Committees are subject to the approval of the Board of Directors. [Article VII, Section 3.]
- D. The Chairs of Standing Committees are members of the Steering Committee. [Article VII, Section 4.]

Achievement Program Committee

Duties:

- A. The Superintendent appoints the Achievement Program Chair and all members of the Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The Achievement Program Chair administrates the National Model Railroad Association, Inc. Achievement Program and presents awards within the Buckeye Division.
- C. The Achievement Program Chair encourages division members to participate and understand the merit awards.
- D. The Achievement Program Chair is responsible for administrating the Member Aid Program within the Buckeye Division and the volunteers needed for their skills.
- E. The Achievement Program Chair works with the Regional Contest Manager to approve the AP Merit Awards.
- F. The Achievement Program Chair reports all awardees to the Board of Directors and the Editor of the *Super's Signal*.

Contest Committee

Duties:

- A. The Superintendent appoints the Contest Chair and all members of the Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The Contest Chair prepares the yearly Contest Schedule for the Buckeye Division.
- C. The Contest Chair provides the yearly Contest Schedule to the Superintendent and The Editor for publication in the *Super's Signal*.

- D. The Contest Committee oversees the contest, tallies the votes, and reports the winners to the Superintendent and the Editor of the *Super's Signal*.
- E. The Contest Chair records each contest's winners and prepares the certificates.
- F. The Contest Chair tabulates points and prepares the year-end awards for each category.

Election Committee

Duties:

A. Election Committee

1. The Superintendent selects one Buckeye Division Member in good standing to act as the Election Chair, subject to confirmation by the Board of Directors. [Article X, Section 8.]
2. The Elections Chair can also be the Nominations Committee Chair. [Article X, Section 8.]
3. The Election of Officers is in even-numbered years for a two-year term. Officers may serve no more than two consecutive, two-year terms. [Article X, Section 2.]
4. The Election of Directors is in the odd-numbered years for a two-year term. Directors have no term limits. [Article X, Section 2.]
5. The Election Committee sends an Election Ballot by email, in the *Super's Signal*, or by a separate letter from the Clerk to members of the Buckeye Division. [Article VII, Section 2-B.]
6. The Election Committee receives, counts, and tabulates the ballots. [Article X, Section 8.]
7. The Elections Chair retains the Election Ballots until ordered destroyed by the Board of Directors. [Article X, Section 8.]
8. The Elections Chair reports the results of the Election to the Officers of the Buckeye Division, the Mid Central Region Secretary, and all nominees before the Annual Membership Meeting. [Article X, Section 8.]
9. The Buckeye Division Clerk shall announce the results of the Election at the Buckeye Division Annual Membership Meeting. [Article X, Section 8.]

B. Election Procedure

1. The Election Committee announces the offices available for the next Election at the November Buckeye Division Meeting.
2. The Election Committee announces the offices available for the next Election in the December *Super's Signal*.
3. Candidates provide a biography or statement of no more than 500 words to the Election Chair. The candidates' biographies or statements are due to the Elections Chair by the Wednesday following the February Division Meeting.
4. The Election Committee shall include election procedures and the candidates' biographies or statements in the March issue of the *Super's Signal*.

C. Voting

1. It is not necessary to have a vote for an uncontested Officer or Director position.
2. No voting ballot will leave a space for a write-in candidate. [State of Ohio]

3. Elections for Officers and Directors contacts division members using ElectionBuddy.com and USPS mail.

D. Electronic Ballot

1. The Election Committee sends an Election Ballot via ElectionBuddy.com or other electronic voting system by email.
2. The Committee uses the email addresses provided by the National Model Railroad Association, Inc. for members resident in The Buckeye Division no less than thirty days before the last date for returning a ballot or before a meeting is sufficient notice. [Article VII, Section 2-B.]
 - a. The Excel file of the email addresses imported into ElectionBuddy should have the member's first name in the first column and the member's email address in the second column.
 - b. The snail mail ballots for those members who don't have an email address on file marked to prevent "ballot box stuffing."
 - c. The ElectionBuddy.com account is set up as follows:
Username: BuckeyeDivElections@gmail.com
Password: XXXXXXXXX
3. Electronic Ballots are sent the Monday following the publication of the March issue of the *Super's Signal*.
4. The deadline for electronic voting is not less than 45 days after sending the election information and voting link.

E. U.S. Mail Ballot

1. The Election Committee instructs the Clerk to send an Election Ballot by U.S. Mail to those Division Members with no email address.
2. The Clerk uses the U.S. Mail addresses provided by the National Model Railroad Association, Inc. for the members resident in The Buckeye Division no less than thirty days before the last date for returning a ballot or before a meeting is sufficient notice. [Article VII, Section 2-B.]
3. The deadline for postmarked U.S. Mail ballots is no less than 30 days after the date of sending the ballots.
4. U.S. Mail ballots are not counted if received more than ten days past the postmark.

D. Voting Result

1. The Election Chair reports the election results to the Clerk as provided in the Regulations of The Buckeye Division.
2. The incoming Officers and Directors take office on the 31 day of May. [Article III, Section 5.]

Media Committee

- A. The Superintendent appoints the Media Chair and all members of the Media Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The Media Chair identifies existing and new digital media the Buckeye Division can use and presents findings with recommendations to the Steering Committee.
- C. The Media Committee establishes, administers, and maintains approved Media accounts.
- D. The Media Committee regularly updates Social Media accounts (via posts, shares, etc.) to advertise Buckeye Division activities and drive engagement for the Buckeye Division and the National Model Railroad Association, Inc..
- E. The Media Chair recommends the privacy, content, and quality standards for submission to video-sharing sites.
- F. The Media Chair coordinates with the Buckeye Division Web Master to integrate digital media with the Buckeye Division's website.
- G. The Media Chair informs the Buckeye Division membership about additions and changes in the division's digital media.
- H. The Media Committee advertises the division's digital media presence outside of the Buckeye Division and the National Model Railroad Association, Inc. as appropriate.
- I. The Media Chair answers queries generated by the digital media content.

Membership Committee

- A. The Superintendent appoints the Membership Chair and all members of the Membership Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.].
- B. The Membership Chair maintains the email and snail addresses provided by the National Model Railroad Association, Inc. for the members residing in The Buckeye Division.
- C. The Membership Chair provides an up-to-date Buckeye Division Membership Roster to the Board of Directors and Committee Chair as directed by the Board of Directors.
- D. The Membership Chair contacts new members, welcomes them to the Buckeye Division, and gives them information about Buckeye Division meetings, *the Super's Signal*, division contests, and contacting division Officers.
- E. The Membership Chair contacts members whose membership has expired and encourages them to renew.
- F. The Membership Chair reports the membership total at Buckeye Division meetings to the Clerk.
- G. The Membership Chair over-sees for the National Model Railroad Association, Inc. and Divisional membership promotions.
- H. The Membership Chair provides the printer with a complete mailing list for *Super's Signal* and other physical mailings as needed.

Nomination Committee

Duties:

A. The Committee

1. The Superintendent appoints the Nominations Chair, subject to confirmation by the Board of Directors. [Article X, Section 1.]
2. The members of the Nomination Committee are the Nomination Chair and at least two other members of The Buckeye Division from different counties, if possible.
3. The Superintendent appoints the members of the Nomination Committee, subject to confirmation by the Board of Directors. [Article X, Section 1.]
4. No current Division Officer or Director shall serve on the Nominations Committee nor sit with it during deliberations. [Article X, Section 1.]
5. Members of the Nominations Committee may not nominate themselves for any office. [Article X, Section 1.]

B. Initial Committee Duties

1. The Nominating Committee solicits candidates for elections to serve a two-year term.
2. The Nominating Committee finds at least one candidate for each office in an even number of years.
3. The Nominating Committee finds at least three candidates for Director in an odd number of years.
4. The Nominating Committee attempts to find more than one candidate for each Officer position to hold an election.
5. The Nominating Committee attempts to find more than three candidates for a Director position to hold an election.

C. Nominations Petition

1. A Division Member may petition the Nominations Chair, or in their absence, the Superintendent, for an office signed by the candidate in the next election.
2. The petition signed by five members of The Buckeye Division before or at the beginning of the February Division Meeting. The petition member's signatures must be legible. The signatories' National Model Railroad Association, Inc., Inc. membership number and expiration date must appear with the signature. The petition states that the candidate is seeking the nomination. [Article X, Section 3-A.]
3. A Division Member may nominate another division member for Officer or Director during the Nominations portion of the February Division Meeting. Five Division Members present at the February Meeting will approve the nomination. [Article X, Section 3-B.]

D. Election Nominees

1. Officers are elected in even-numbered years for a two-year term. A two-consecutive term limitation binds officers. Any partial term of office will count as one of the two consecutive terms. [Article X, Section 2.]
2. Directors are elected in odd-numbered years for a two-year term. Directors have no term limits. [Article X, Section 2.]

3. No Division Members may nominate candidates for multiple offices in any Buckeye Division Election. [Article X, Section 3-C.]
4. No Division Members may nominate a candidate to a Buckeye Division Elective Office without their approval. [Article X, Section 3-D.]

E. February Division Meeting

1. The Nominating Committee prepares a report of candidates with an adequately completed nomination petition for presentation at the February Division Meeting.
2. The Nominating Committee requests nominations from those attending the February Division Meeting.
4. The Nominating Committee prepares a report of the candidate's email addresses and the office they are running for after nominations have closed. The Nominating Committee provides copies of the report to the Clerk, the Elections Chair, and *Super's Signal* Editor.
5. The Nominating Committee advises all candidates to prepare a statement of qualifications and interests for publication in the March edition of the *Super's Signal* and the Election Buddy Ballot. The Committee includes the publication deadline.

F. Other Duty

1. The Nominations Committee Chair delivers a report of the nominations to the Clerk and the Mid Central Region Secretary no later than fourteen days after the February Division Meeting. [Article X, Section 1.]

Program Committee

Duties:

- A. The Superintendent appoints the Program Chair and all members of the Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The Program Chair prepares a yearly meeting schedule, including location and Division Meeting dates.
- C. The Program Chair provides the yearly meeting Schedule to the Superintendent and the Editor for publication in the *Super's Signal*.
- D. The Program Chair contacts and confirms personnel for clinics.
- E. The Program Chair coordinates activities for Buckeye Division meetings.

Publications Committee

Duties:

- A. The Superintendent appoints the Publications Chair and all members of the Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The Buckeye Division has an official bulletin called the *Super's Signal* for official notices, news, and notices of interest to the members. [Article VII, Section 2-A]
- B. The Publications Chair may be the Editor of the *Super's Signal*.
- C. The Publications Chair is responsible for publishing the *Super's Signal* in a format and size specified by the Board of Directors in consultation with the Editor. [Article VII, Section 2.]

- D. There are at least four issues of the *Super's Signal* in any calendar year. [Article VII, Section 2.]
- E. The Annual Issue of the *Super's Signal* includes a timetable of The Buckeye Division meetings and contests for the forthcoming year. [Article VII, Section 2.]
- F. The Publications Chair sends an email to all members of the division announcing the Annual Issue of the *Super's Signal*, which is on the division's website.

Webmaster

Duties:

- A. The Superintendent appoints the Webmaster, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The Superintendent appoints an Assistant Webmaster, subject to confirmation by the Board of Directors, as needed.
- C. An Assistant Webmaster has access to the division's website to assist the Webmaster.
- D. The Webmaster develops a website following the policies specified by the Buckeye Division Board of Directors.
- E. The Buckeye Division website includes information for the members of the Buckeye Division as directed by the Superintendent and the Board Of Directors.
- F. The Webmaster posts documents on the division's website as requested by the Superintendent and the Board of Directors.
- G. The Webmaster keeps the Buckeye Division website up to date.
- H. The Webmaster notifies requesting members that the *Super's Signal* is on the division's website.
- I. The Webmaster uses The Mid Central Region's Technical Committee paper to guide the division's presentation.

Buckeye Division Special Committees

Special Committees

- A. The Board of Directors shall establish such Special Committees as it deems necessary to promote the purposes and carry on the activities of the Buckeye Division. [Article VII, Section 1.]
- B. The Superintendent appoints the Program Chair and all members of the Program Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- C. All activities of the Special Committees are subject to the approval of the Board of Directors. [Article VII, Section 3.]
- D. The Chairs of Special Committees are members of the Steering Committee. [Article VII, Section 4.]

Audit Committee

Duties:

- A. The Superintendent appoints a Director as the Audit Chair, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The Audit Committee consists of the Audit Chair and two Division Members in good standing, excluding the Paymaster, appointed by the Superintendent, subject to confirmation by the Board of Directors. [Article X, Section 1.]
- C. The Audit Committee meets with the Paymaster at least twice a year. One meeting should be in either April or May before the election of any office.
- D. The Paymaster should bring any bank statements, receipts, and other financial records to the meeting with the Audit Committee.
- E. The Audit Committee and the Paymaster should review all the documents provided until both find everything is in order.
- F. The Audit Committee prepares an Audit Report stating the findings of the Audit Committee.
- G. The Audit Chair provides the Board of Directors with the Audit Report.
- H. The Audit Chair provides the Editor of the *Super's Signal* with the Audit Report in time for the next *Super's Signal*.
- I. The Audit Chair announces the Audit Report at the next Division Meeting.

Convention Committee

Duties:

- A. The Superintendent appoints the Convention Chair and all members of the Convention Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]

PPM Committee

Duties:

- A. The Superintendent appoints the Projects Chair and all members of the Projects Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]
- B. The PPM Committee reviews and revises the Policies and Procedures Manual as directed by the Board of Directors.
- C. The Board of Directors will vote to approve all revisions to the PPM.

Projects Committee

Duties:

- A. The Superintendent appoints the Projects Chair and all members of the Projects Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]

Train Show Committee

Duties:

- A. The Superintendent appoints the Train Show Chair and all members of the Train Show Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]

501 Committee

Duties:

- A. The Superintendent appoints the 501 Chair and all members of the 501 Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3.]

Overall Timeline

This timeline begins with the month after the Officers or Directors take office.

June

- A. The Annual Membership Meeting shall be before the Membership Meeting. To keep it short, the Primary report should be the Clerk's Report of the election results.

July

August

September

October

- A. Possible Audit Committee meeting with the Paymaster.

November

- A. Possible Audit Committee meeting with the Paymaster.
- B. The Election Chair announces the offices available for the next Election at the November Buckeye Division Meeting.

December

- A. The Election Chair announces the offices available for the next Election in the December *Super's Signal*.

January

February

The Nominating Committee prepares a report of candidates for presentation at the February Division Meeting

- A. Elections Candidates provides a biography or statement of no more than 500 words to the Election Chair. These are due to the Elections Chair by the Wednesday following the February Division Meeting.
- B. The Election Chair will forward the Candidate's statements to the Editor for inclusion in the March *Super's Signal*.

March

- A. The Election Committee shall include election procedures and the candidates' biographies or statements in the March issue of the *Super's Signal*.
- B. Electronic Ballots are sent the Monday following the publication of the March issue of the *Super's Signal*.

April

Possible Audit Committee meeting with the Paymaster.

May

- A. The incoming Officers and Directors take office on the 31 day of May.

Possible Audit Committee meeting with the Paymaster

Revisions

18 January 2024: PPM presented to the Buckeye Division for approval.

17 February 2024 The Board of Directors approves the first issue of the PPM>