



The HUB Division, Inc. Policies

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.

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 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 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.

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 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:

(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.
- 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.